



## Town of Arlington Select Board

### Meeting Agenda

January 27, 2025  
7:15 PM

Members of the public may access the hybrid meeting via Select Board Chambers, Zoom, or ACMI

1. Legislative Provision for Remote Participation
2. FY2026 Town Manager's Budget Presentation  
James Feeney, Town Manager  
Alex Magee, Deputy Town Manager / Finance Director

### PROCLAMATIONS

3. Spreadsheet Day
4. Samuel Whittmore

### CONSENT AGENDA

5. Samuel Whittmore Day and Rededication in Whittmore Park, February 2, 2025  
Katie Luczai, Economic Development Coordinator  
Angela Olszewski, Chair, Arlington 250 Committee  
Stewart Ikeda , Chair, Arlington Commission for Arts and Culture
6. Black History Month Banners
7. Reappointment  
LGBTQIA+ Rainbow Commission  
Fiona Perry (Term to Expire: 01/31/2028)
8. Contractor/Drainlayer Renewal  
Hercules C&G Drain A1 Pipe Restoration, Inc.  
Dedham, MA 02026
9. Request: Contractor/Drainlayer License  
Duffy Excavation Inc.  
Johnny Duffy  
Braintree, MA 02184
10. For Approval: Art Installation for Arlington 250th Celebration  
Christine Bongiorno, Deputy Town Manager of Operations
11. Request: Special (One Day) Beer & Wine License, 2/14/25, 3/21/25, 4/25/25, 5/23/25 @

Highrock Church Mill Cafe for Mill Cafe After Hours

Andrew Hunter

**APPOINTMENTS**

12. Arlington Committee on Tourism and Economic Development  
Simon Proekt (Term to Expire: 01/31/2028)
13. LGBTQIA+ Rainbow Commission  
Michaela Kirby (term to expire: 01/31/2026)

**OPEN FORUM**

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

**TRAFFIC RULES & ORDERS / OTHER BUSINESS**

14. 7:45 p.m. CDBG - Performance Update for Program Year 2024-2025  
Mary Muszynski, Community Development Block Grant Administrator
15. 7:45 p.m. CDBG - Requests for FY2026 Funding  
Mary Muszynski, Community Development Block Grant Administrator
16. Town Manager Evaluation

**CORRESPONDENCE RECEIVED**

17. Broadway Neighbors Coalition Community Design Proposal  
Vincent Baudoin
18. Request for Intersection Dedication in Honor of PFC Christopher Daring Brine  
Derek Brine

**NEW BUSINESS**

Next Scheduled Meeting of Select Board Wednesday, February 12, 2025

When: Jan 27, 2025 07:15 PM Eastern Time (US and Canada)

Topic: Select Board Meeting

Register in advance for this webinar:

[https://town-arlington-ma-us.zoom.us/webinar/register/WN\\_teBPPYsrTcmwqVvD7KMW7A](https://town-arlington-ma-us.zoom.us/webinar/register/WN_teBPPYsrTcmwqVvD7KMW7A)

After registering, you will receive a confirmation email containing information about joining the webinar.

\*Notice to the Public on meeting privacy\* In the interests of preventing abuse of videoconferencing technology (i.e. Zoom Bombing) all participants, including members of the public, wishing to engage via the Zoom App must register for each meeting and will notice multi-step authentication protocols. Please allow additional time to join the meeting. Further, members of the public who wish to participate without providing their name may still do so by telephone dial-in information provided above.



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**Town of Arlington, Massachusetts**

**Legislative Provision for Remote Participation**



## Town of Arlington, Massachusetts

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### FY2026 Town Manager's Budget Presentation

#### **Summary:**

James Feeney, Town Manager

Alex Magee, Deputy Town Manager / Finance Director

#### **ATTACHMENTS:**

Type	File Name	Description
<input checked="" type="checkbox"/> Reference Material	FY2026_SB_Budget_Slides.pdf	Reference

# Town of Arlington FY2026 Budget Presentation

Town Manager Jim Feeney

Deputy Town Manager/Finance Director Alex Magee

# Overview

- Budget Process
- Budget Overview
- Budget Highlights
  - Maintaining the Board's Override Commitments
  - Investments in Response to Community Needs
- Long Term Outlook
- Next Steps

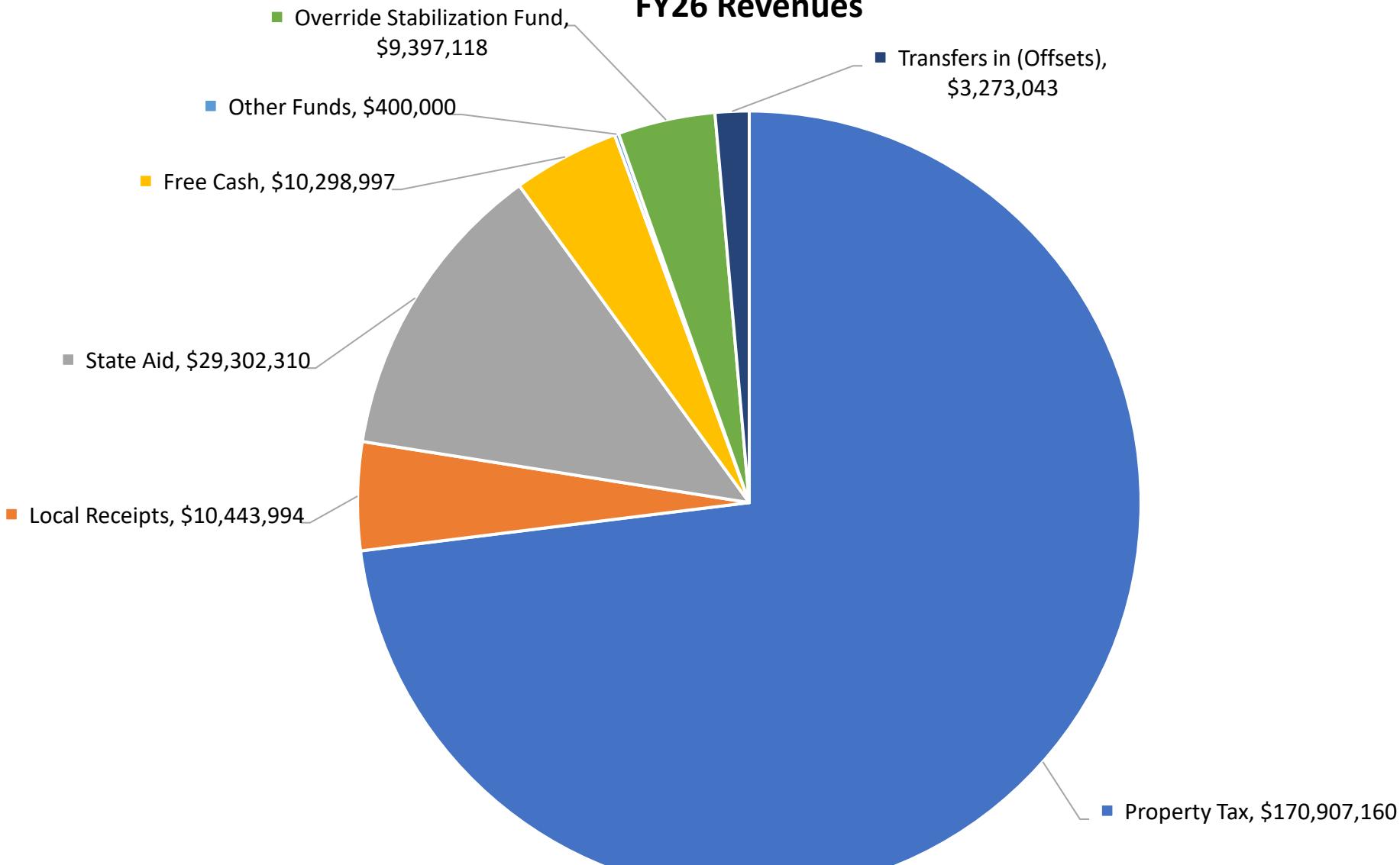
# Budget Process

- **July** - Fiscal Year begins July 1st
- **August** - *Capital Budget* requests due to Town Manager
- **October/November** - *Operating Budget* requests due to Town Manager on rolling basis, based on meeting schedule
- **January** - Budget books to Select Board and Finance Committee (FC) by January 15th
- **January/April** – FinCom hearings on budget
- **March** - Financial Plan to Select Board & FinCom by the end of March
- **April** - FinCom Report submitted to Town Meeting by mid-April
- **April/May** - Town Meeting adopts *Operating and Capital Budgets*
- **June** - Fiscal Year ends June 30th

# Budget Overview - Revenue

	FY2025	FY2026	Change	
	Budget	Budget	\$	%
<b>REVENUE</b>				
Property Tax	\$166,205,617	\$170,907,160	\$4,701,543	2.83%
Local Receipts	\$10,255,994	\$10,443,994	\$188,000	1.83%
State Aid	\$29,015,598	\$29,302,310	\$286,712	0.99%
Free Cash	\$8,941,936	\$10,298,997	\$1,357,061	15.18%
Other Funds	\$750,000	\$400,000	(\$350,000)	-46.67%
Override Stabilization Fund	\$4,374,790	\$9,397,118	\$5,022,328	114.80%
<b>TOTAL TAXES, FEES, AID, AND OTHER SOURCES</b>				
	\$219,543,935	\$230,749,504	\$11,205,644	5.10%
Transfers in (Offsets)	\$3,218,686	\$3,273,043	\$54,357	1.69%
<b>TOTAL REVENUES</b>	<b>\$222,762,621</b>	<b>\$234,022,622</b>	<b>\$11,260,001</b>	<b>5.05%</b>

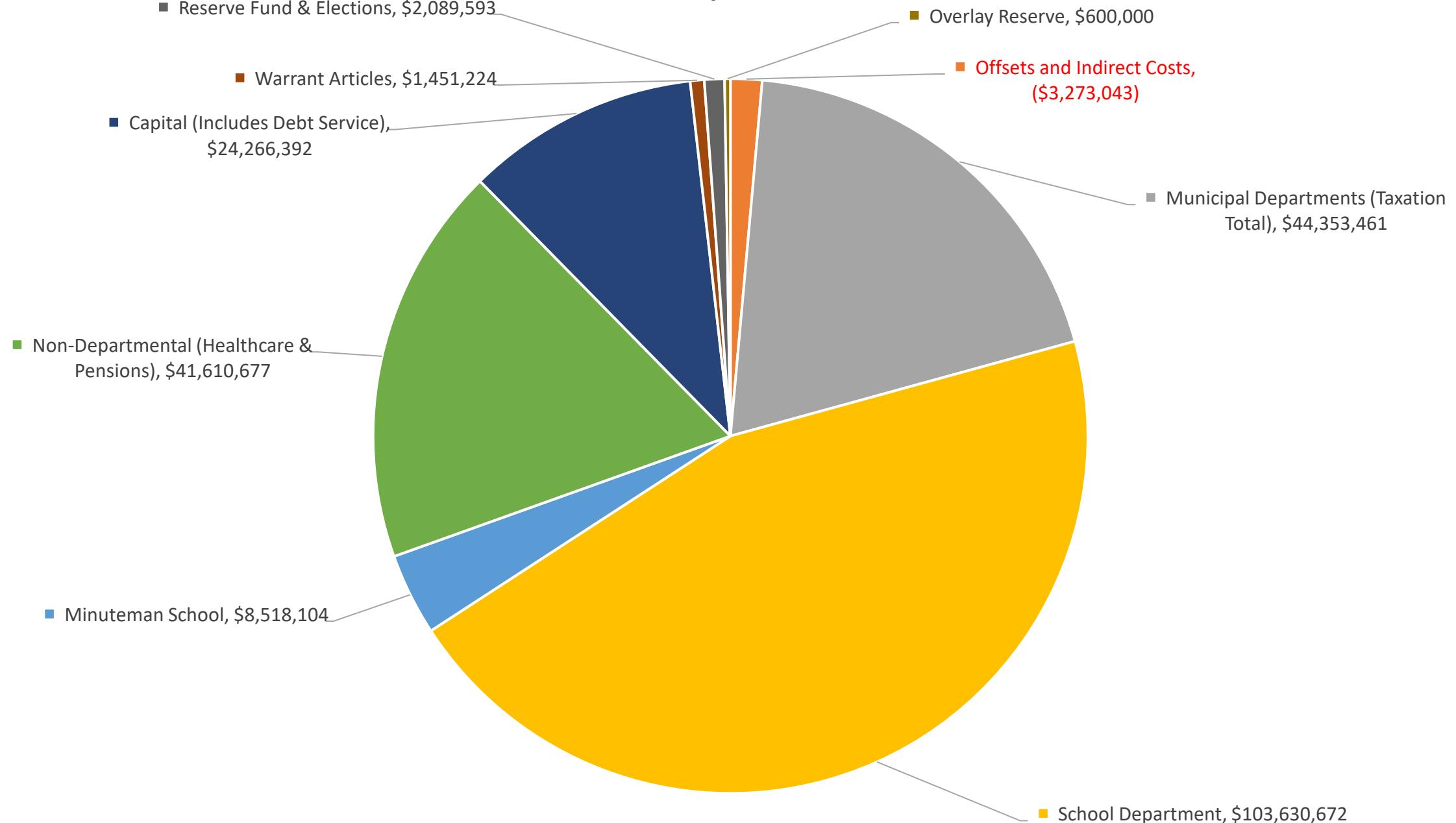
## FY26 Revenues



# Budget Overview - Expenditures

	FY2025 Budget	FY2026 Budget	Change \$	Change %
<b>Expenditures</b>				
Municipal Department Appropriations	\$46,176,033	\$47,626,504	\$1,450,471	3.14%
<i>Offsets and Indirect Costs</i>	(\$3,218,686)	(\$3,273,043)	(\$54,357)	1.69%
Municipal Departments (Taxation Total)	\$42,957,347	\$44,353,461	\$1,396,114	3.25%
School Department	\$96,521,248	\$103,630,672	\$7,109,424	7.37%
Minuteman School	\$8,562,229	\$8,518,104	(\$44,125)	-0.52%
Non-Departmental (Healthcare & Pensions)	\$38,236,626	\$41,610,677	\$3,374,051	8.82%
Capital (Includes Debt Service)	\$23,969,034	\$24,266,392	\$297,358	1.24%
Warrant Articles	\$1,616,393	\$1,451,224	(\$165,169)	-10.22%
Reserve Fund & Elections	\$2,019,326	\$2,089,593	\$70,267	3.48%
Overlay Reserve	\$600,000	\$600,000	\$0	0.00%
Override Stabilization Fund Deposit	0	0	0	n/a
<b>TOTAL EXPENDITURES</b>	<b>\$213,882,204</b>	<b>\$225,884,123</b>	<b>\$12,001,919</b>	<b>5.61%</b>

## FY26 Expenditures



# Budget Highlights

- Total Expenditure Growth 5.61%
  - Town Growth - \$1,396,114 - 3.25%
  - School Growth - \$5,409,424 – 5.60%  
(+\$1,700,000 Override Commitment)
  - Pensions/Insurance - \$3,374,050 – 8.82%
- Town Expense Increases - \$1,118,009
  - Trash and Recycling – Majority of increase
  - IT – Cybersecurity and related costs
  - Assessor – annual data collection
  - Police – BWC and Comfort Dog
  - Utility Costs
  - Facilities and DPW – Materials and Utilities costs
- Town Personnel Increases - \$105,015
  - HR – \$12,177 – Generalist 0.20 FTE hours increase
  - IT – \$84,075 – Security Analyst 1.0 FTE (cost share 50/50 by Town and APS)
  - Planning - \$8,763 – Conservation offset reduction (no change in FTEs)
- All Remaining Funds after salary COLAs and Steps went into Salary Reserve to settle future Collective Bargaining
- Budget Reductions
  - \$28,978 in IT – Software Offboarding
  - \$7,000 in DPW – Highway – Natural Gas
  - \$30,000 in DPW – Cemetery – Contracted Services
  - 1.23 FTE ARPA Funded Positions
    - 1.0 FTE Community Outreach Coordinator (DEI)
    - 0.23 FTE Psychiatrist (AYCC) – now funded through enterprise

# FY26 New Requests - Funded

Department	Description	Personnel	Expense	Total
Facilities	Electricity	\$0	\$46,440	\$46,440
Facilities	Materials Supplies	\$0	\$17,500	\$17,500
Assessor	Cyclical Data Coll. Inspections - 1500	\$0	\$52,500	\$52,500
Assessor	Commercial I & E Value	\$0	\$5,500	\$5,500
HHS	Mosquito Control	\$0	\$1,563	\$1,563
Human Resources	HR Generalist	\$12,177	\$0	\$12,177
Information Technology	Microsoft G3 Licenses	\$0	\$37,515	\$37,515
Information Technology	e911 Licenses	\$0	\$3,000	\$3,000
Information Technology	Barracuda Complete	\$0	\$40,000	\$40,000
Information Technology	New Agenda and Minutes Platform (OneMeeting)	\$0	\$19,500	\$19,500
Information Technology	Security Analyst	\$84,075	\$0	\$84,075
Planning	Environmental Planner - Offset Replacement	\$8,763	\$0	\$8,763
Police	Comfort Dog Program	\$0	\$10,000	\$10,000
Police	Body Worn Cameras	\$0	\$89,116	\$89,116
DPW Highway	Telephone Expenses	\$0	\$375	\$375
DPW Sanitation	Curbside Collection	\$0	\$80,000	\$80,000
DPW Sanitation	Yard Waste Disposal	\$0	\$505,000	\$505,000
DPW Sanitation	Rubbish Disposal	\$0	\$175,000	\$175,000
DPW MER	Materials Supplies	\$0	\$15,000	\$15,000
DPW Natural Resources	Materials Supplies	\$0	\$20,000	\$20,000

# Maintaining Board's Override Commitments

- This budget maintains the Board's commitment to exercising fiscal discipline while maintaining quality municipal services.
- This budget maintains the Board's commitment to respond to ongoing school enrollment pressures.
- This budget maintains the Board's commitment to Building Arlington's Future.
- Actions separate from this budget, but already planned and/or undertaken, have maintained the Board's commitment to minimizing the impact of the last override on taxpayers, particularly seniors and those with income challenges.
- This budget maintains the Board's commitment to keeping a 5% financial reserve for the duration of the three-year plan.

# FY26 LRP

	FY 2025	FY 2026	Dollar Change	Percent Change	FY 2027	Dollar Change	Percent Change	FY 2028	Dollar Change	Percent Change	FY 2029	Dollar Change	Percent Change	FY 2030	Dollar Change	Percent Change
<b>I REVENUE</b>																
A. State Aid	29,015,588	29,302,310	286,712	0.99%	29,591,889	289,579	0.99%	29,884,363	292,474	0.99%	30,179,762	295,399	0.99%	30,478,116	298,354	0.99%
American Rescue Plan Act	0	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-
B. Local Receipts	10,255,994	10,443,994	188,000	1.83%	10,543,994	100,000	0.96%	10,643,994	100,000	0.95%	10,743,994	100,000	0.94%	10,843,995	100,001	0.93%
C. Free Cash	8,941,938	10,298,997	1,357,061	15.18%	5,833,182	(4,465,815)	-43.36%	5,833,182	0	0.00%	5,833,182	0	0.00%	5,833,182	0	0.00%
D. Overlay Reserve Surplus	750,000	400,000	(350,000)	-46.67%	200,000	(200,000)	-50.00%	200,000	0	0.00%	200,000	0	0.00%	200,000	0	0.00%
E. Property Tax	166,205,617	170,907,160	4,701,543	2.83%	175,388,051	4,480,891	2.62%	180,107,551	4,719,500	2.69%	184,868,806	4,761,255	2.64%	190,020,535	5,151,729	2.79%
F. Override Stabilization Fund	4,374,780	9,367,118	5,022,328	-	4,759,201	(4,637,917)	-	0	(4,759,201)	-	0	0	-	0	0	-
<b>TOTAL REVENUES</b>	<b>219,543,935</b>	<b>230,749,579</b>	<b>11,205,644</b>	<b>5.10%</b>	<b>226,316,317</b>	<b>(4,433,262)</b>	<b>-1.92%</b>	<b>226,669,090</b>	<b>352,773</b>	<b>0.16%</b>	<b>231,825,744</b>	<b>5,156,654</b>	<b>2.27%</b>	<b>237,375,828</b>	<b>5,550,084</b>	<b>2.39%</b>
<b>II APPROPRIATIONS</b>																
One Time COVID Impact																
A. School Additions	3,100,000	1,700,000			600,000			300,000			0			0		
General Education Costs	61,351,257	66,753,248	2,301,991	3.75%	71,956,996	3,503,748	5.25%	74,585,901	2,028,905	2.82%	75,965,503	1,079,602	1.45%	77,989,199	2,003,696	2.64%
Special Education Costs	32,025,356	34,107,004	2,081,648	6.50%	36,323,959	2,216,955	6.50%	38,685,016	2,361,057	6.50%	41,199,542	2,514,526	6.50%	43,877,512	2,677,970	6.50%
Growth Factor	44,635	1,070,420	1,025,785	2298.16%	(493,324)	(1,563,744)	-146.09%	(1,489,280)	(995,956)	201.89%	(632,944)	856,336	-57.50%	(353,704)	279,240	-44.12%
<b>Net School Budget</b>	<b>96,521,248</b>	<b>103,630,672</b>	<b>7,109,424</b>	<b>7.37%</b>	<b>108,387,631</b>	<b>4,756,959</b>	<b>4.59%</b>	<b>112,081,637</b>	<b>3,694,006</b>	<b>3.41%</b>	<b>116,532,101</b>	<b>4,450,464</b>	<b>3.97%</b>	<b>121,493,007</b>	<b>4,960,906</b>	<b>4.26%</b>
<u>Minuteman Operating &amp; Capital</u>	<u>6,732,038</u>	<u>6,780,634</u>	<u>48,596</u>	<u>0.72%</u>	<u>7,017,956</u>	<u>237,322</u>	<u>3.50%</u>	<u>7,263,584</u>	<u>245,628</u>	<u>3.50%</u>	<u>7,517,809</u>	<u>254,225</u>	<u>3.50%</u>	<u>7,780,932</u>	<u>263,123</u>	<u>3.50%</u>
<u>Minuteman Exempt Capital</u>	<u>1,830,191</u>	<u>1,737,470</u>	<u>(92,721)</u>	<u>-5.07%</u>	<u>1,737,470</u>	<u>0</u>	<u>0.00%</u>	<u>1,737,470</u>	<u>0</u>	<u>0.00%</u>	<u>1,737,470</u>	<u>0</u>	<u>0.00%</u>	<u>1,737,470</u>	<u>0</u>	<u>0.00%</u>
Town Personnel Services	33,468,687	33,892,118	423,431	1.27%	34,903,612	1,101,494	3.25%	36,130,904	1,137,292	3.25%	37,305,158	1,174,254	3.25%	38,517,576	1,212,418	3.25%
Town Expenses	12,707,346	13,734,386	1,027,040	8.08%	14,180,754	446,368	3.25%	14,841,829	460,875	3.25%	15,117,482	475,853	3.25%	15,808,800	491,318	3.25%
Town Additions	250,000															
Enterprise Fund/Other Offsets	3,218,686	3,273,043	54,357	1.69%	3,379,417	106,374	3.25%	3,489,248	108,831	3.25%	3,602,649	113,401	3.25%	3,719,735	117,086	3.25%
<b>Net Town Budget</b>	<b>42,957,347</b>	<b>44,353,461</b>	<b>1,396,114</b>	<b>3.25%</b>	<b>45,794,949</b>	<b>1,441,488</b>	<b>3.25%</b>	<b>47,283,285</b>	<b>1,488,336</b>	<b>3.25%</b>	<b>48,819,991</b>	<b>1,536,706</b>	<b>3.25%</b>	<b>50,406,641</b>	<b>1,586,650</b>	<b>3.25%</b>
<u>MWRA Debt Shift</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
B. Capital budget	1,398,114															
Exempt Debt Service	12,522,707	12,393,129	(129,578)	-1.03%	12,157,188	(235,941)	-1.90%	12,066,529	(90,659)	-0.75%	11,984,197	(82,332)	-0.68%	11,894,469	(89,728)	-0.75%
Non-Exempt Service	7,478,171	7,028,578	(449,593)	-6.01%	7,970,289	941,711	13.40%	7,501,274	(469,015)	-5.88%	8,149,576	648,302	8.64%	8,149,576	0	0.00%
Cash	4,952,417	5,504,594	552,177	11.15%	4,571,582	(933,032)	-16.95%	4,888,319	316,757	6.93%	4,790,529	(97,790)	-2.00%	4,790,529	0	0.00%
Offsets/Capital Carry Forward	(984,281)	(859,909)	324,352	-32.95%	(305,756)	354,153	-53.67%	(238,810)	66,946	-21.90%	(192,921)	45,889	-19.22%	(191,085)	1,856	-0.96%
<b>Total Capital</b>	<b>23,969,034</b>	<b>24,266,392</b>	<b>297,358</b>	<b>1.24%</b>	<b>24,393,283</b>	<b>126,891</b>	<b>0.52%</b>	<b>24,217,312</b>	<b>(175,971)</b>	<b>-0.72%</b>	<b>24,731,381</b>	<b>514,069</b>	<b>2.12%</b>	<b>24,643,509</b>	<b>(87,872)</b>	<b>-0.36%</b>
C. Pensions	14,994,696	15,863,102	868,406	5.79%	16,735,573	872,471	5.50%	17,656,030	920,457	5.50%	18,627,112	971,082	5.50%	19,651,603	1,024,491	5.50%
D. Insurance	23,241,930	25,747,575	2,505,644	10.78%	27,237,884	1,490,309	5.79%	28,309,708	1,071,824	3.94%	29,548,226	1,238,518	4.37%	31,319,829	1,771,603	6.00%
E. State Assessments	4,178,177	4,265,456	87,279	2.09%	4,369,051	103,595	2.43%	4,475,236	106,185	2.43%	4,584,076	108,840	2.43%	4,695,637	111,561	2.43%
F. Overlay Reserve	600,000	600,000	0	0.00%	600,000	0	0.00%	600,000	0	0.00%	600,000	0	0.00%	600,000	0	0.00%
G. Reserve Fund	2,019,326	2,089,593	70,267	3.48%	2,093,999	4,406	0.21%	2,146,026	52,027	2.48%	2,198,415	52,389	2.44%	2,254,814	56,399	2.57%
I. Warrant Articles	1,616,393	1,415,224	(201,169)	-12.45%	1,485,224	50,000	3.53%	1,415,224	(50,000)	-3.41%	1,465,224	50,000	3.53%	1,415,224	(50,000)	-3.41%
J. Override Stabilization Fund	0	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-
<b>K. TOTAL APPROPRIATIONS</b>	<b>218,660,381</b>	<b>230,749,579</b>	<b>12,089,198</b>	<b>5.53%</b>	<b>239,833,020</b>	<b>9,083,441</b>	<b>3.94%</b>	<b>247,185,512</b>	<b>7,352,492</b>	<b>3.07%</b>	<b>256,361,805</b>	<b>9,176,293</b>	<b>3.71%</b>	<b>265,998,666</b>	<b>9,636,861</b>	<b>3.76%</b>
<b>L. BALANCE</b>	<b>883,554</b>	<b>0</b>														
Free Cash	20,597,993	11,666,365			11,666,365			11,666,365			11,666,365			11,666,365		
Stabilization Fund	4,451,416	4,640,444			4,833,253			5,029,918			5,230,517			5,435,127		
Override Stabilization Fund	14,156,319	4,759,201			0			0			0			0		
Overlay Surplus (less liabilities)	2,002,268	1,802,268			1,402,268			1,002,268			602,268			202,268		
Municipal Bldg. Ins. Trust Fund	687,715	674,392			681,136			687,947			694,827			701,775		
<b>TOTAL:</b>	<b>41,875,711</b>	<b>23,542,670</b>			<b>18,583,022</b>			<b>18,386,498</b>			<b>18,193,976</b>			<b>18,005,535</b>		
Reserves % of General Fund Revenue	19.1%	10.2%			8.2%			8.1%			7.8%			7.6%		
Debt % of General Fund Revenue	9.1%	8.4%			8.9%			8.6%			8.7%			8.4%		

The plan does not include any projected revenues or expenditures from the Community Preservation Act

Projected School Enrollment Growth FY 2026 - FY 2030

FY 2025**	FY 2026**	FY 2027*	FY 2028*	FY 2029*	FY 2030*
Actual/Proj. Annual Growth	5	115	(53)	(160)	(38)
<b>** Actual Growth - FY23 50% PPC of \$14,601 = \$7,300 X EG</b>					
<b>* Projected Growth - FY2026 through FY2030 Based on 50% of FY22 DESE Per Pupil Cost of \$18,615 = \$9,307 X Enrollment Growth; APS is currently seeking to update enrollment projection numbers</b>					



## Town of Arlington, Massachusetts

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### Spreadsheet Day

#### ATTACHMENTS:

Type	File Name	Description
Reference Material	Spreadsheet_Day_Proclamation_Draft.pdf	Reference

## OFFICE OF THE SELECT BOARD

STEPHEN W. DECOURCEY, CHAIR  
DIANE M. MAHON, VICE CHAIR  
JOHN V. HURD  
LENARD T. DIGGINS  
ERIC D. HELMUTH



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

### TOWN OF ARLINGTON MASSACHUSETTS 02476-4908

#### PROCLAMATION

- WHEREAS:** On October 17, 1978, VisiCalc was released as the first-ever spreadsheet application for the personal computer; and
- WHEREAS:** VisiCalc was created by Dan Bricklin and Bob Frankston in the attic of Frankston's apartment at 231 Broadway in Arlington; and
- WHEREAS:** The flexibility and power of the digital spreadsheet permanently reshaped business and government worldwide; and
- WHEREAS:** One billion people and two-thirds of businesses globally have been estimated to use digital spreadsheets; and
- WHEREAS:** October 17 is celebrated by many as "Spreadsheet Day".

**NOW, THEREFORE, BE IT RESOLVED**, that we, the Members of the Select Board do hereby proclaim October 17, Spreadsheet Day in the Town of Arlington, and encourage residents to observe it fittingly.

\_\_\_\_\_  
**SELECT BOARD**  
\_\_\_\_\_  
**OF THE**  
\_\_\_\_\_  
**TOWN**  
\_\_\_\_\_  
**OF**  
\_\_\_\_\_  
**ARLINGTON**

A true record.  
ATTEST:

By: \_\_\_\_\_  
Board Administrator



## Town of Arlington, Massachusetts

---

**Samuel Whittemore**

**ATTACHMENTS:**

Type	File Name	Description
Reference Material	Samuel_Whittemore_2025.pdf	S. Whittemore Proclamation

# OFFICE OF THE SELECT BOARD

STEPHEN W. DECOURCEY, CHAIR  
DIANE M. MAHON, VICE CHAIR  
JOHN V. HURD  
LENARD T. DIGGINS  
ERIC D. HELMUTH



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

## TOWN OF ARLINGTON MASSACHUSETTS 02476-4908

### PROCLAMATION

- WHEREAS:** Samuel Whittemore was a resident of Menotomy, now Arlington, in the 1700s; and
- WHEREAS:** Samuel Whittemore served in the military in King George's War but then rose against the crown, serving on the Committees of Convention and Correspondence, which objected to unfair taxation and the Acts of Parliament; and
- WHEREAS:** Samuel Whittemore, then an elderly man, acted heroically when he hid behind a stone wall and shot and killed three British soldiers during the Battle of Menotomy on April 19, 1775; and
- WHEREAS:** Samuel Whittemore was then shot and bayoneted by accompanying British soldiers, thought to be mortally wounded, and left for dead; and
- WHEREAS:** Samuel Whittemore survived and lived for many more years and passed away on April 2, 1793; and
- WHEREAS:** Samuel Whittemore, believed to be the oldest known combatant of the American Revolution; and

**NOW, THEREFORE, BE IT RESOLVED,** that we, the Members of the Select Board do hereby proclaim February 2, 2025, Samuel Whittemore Day in the Town of Arlington. We honor and thank them for his bravery on behalf of all the Town's residents.

SELECT BOARD  
\_\_\_\_\_  
OF THE  
\_\_\_\_\_  
TOWN  
\_\_\_\_\_  
OF  
\_\_\_\_\_  
ARLINGTON

A true record.  
ATTEST:

By: \_\_\_\_\_  
Board Administrator



## Town of Arlington, Massachusetts

---

### **Samuel Whittemore Day and Rededication in Whittemore Park, February 2, 2025**

#### **Summary:**

Katie Luczai, Economic Development Coordinator  
Angela Olszewski, Chair, Arlington 250 Committee  
Stewart Ikeda , Chair, Arlington Commission for Arts and Culture

#### **ATTACHMENTS:**

Type	File Name	Description
<input type="checkbox"/> Reference Material	Whittemore_Day_Request.pdf	Memo from Planning Department
<input type="checkbox"/> Reference Material	Whittemore_Day_Special_Event_Application.pdf	Special Event Application

# **TOWN OF ARLINGTON**

MASSACHUSETTS 02476

781 - 316 - 3090

## **DEPARTMENT OF PLANNING and COMMUNITY DEVELOPMENT**

### **MEMORANDUM**

To: Stephen DeCoursey, Chair, Select Board  
Jim Feeney, Town Manager

From: Katie Luczai – Economic Development Coordinator

Angela Olszewski – Chair, Arlington 250 Committee

Stewart Ikeda – Chair, Arlington Commission for Arts and Culture, member, Arlington 250 Committee

Date: December 30, 2024

RE: Samuel Whittemore Day on February 2<sup>nd</sup>

---

At the age of 80 years old Captain Samuel Whittemore stood his ground during the Battle of Menotomy on April 19, 1775. Whittemore valiantly defended his community and his liberty and sustained seemingly deadly wounds during the Battle. Amazingly, Whittemore recovered and lived to be 98 years old. He is laid to rest in the Old Burying Ground.

**On Sunday, February 2<sup>nd</sup>, 2025 at 2pm**, we will be recognizing Captain Samuel Whittemore's heroism with a rededication ceremony and an acknowledgement of Samuel Whittemore Day. We request the use of Whittemore Park for this midday event.

Let me know if you have any questions and thank you for your consideration.

**TOWN OF ARLINGTON  
SPECIAL EVENT PERMIT APPLICATION**

## **Applicant and Sponsoring Organization Information**

Name of Organization / Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Tel#: \_\_\_\_\_

E-mail: \_\_\_\_\_

Event Manager: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Other Contact Person/s: \_\_\_\_\_ Contact Info: \_\_\_\_\_

## Event Information

Run/Walk                            Parade                            Event  
Event Title: \_\_\_\_\_

Start Date & Time(s): \_\_\_\_\_ End Date & Time(s):\_\_\_\_\_

Estimated Attendance: # \_\_\_\_\_ Admission Fee: \_\_\_\_\_

Open to the Public:  Yes  No

Requested Location: Street (specify): \_\_\_\_\_

Other (specify): \_\_\_\_\_

Description: \_\_\_\_\_

**Breakdown Date/Time & Description:**

**NOTE: ATTACH DIAGRAM OF ROUTE WITH SPECIFICS**

## Event Details

**YES**  **NO**

Will you set up tables(s) and/or chair(s)? Approximate number : \_\_\_\_\_  
Booth(s), Exhibit(s), Display(s) and/or Enclosure(s): \_\_\_\_\_

Booth(s), Exhibit(s), Display(s) and/or Enclosure(s):  
Caption(s) and/or Tent(s), describe dimensions:

Canopy(ies) and/or Tent(s)- describe dimensions: \_\_\_\_\_

The following is required by your organization to insure the safety and health of all participating in this event: *Note: You do not need to contact the departments below if it is not required.*

**YES**  **NO**  Police Detail: \_\_\_\_\_ (contact police)



## Town of Arlington, Massachusetts

---

### Black History Month Banners

#### ATTACHMENTS:

Type	File Name	Description
Reference Material	BHM_Banner_Application.pdf	Banner Application
Reference Material	2025_BHM_Banner_Designs.pdf	Banner Designs
Reference Material	Banner_Locations.pdf	Banner Locations
Reference Material	Banner_Schedule.pdf	Banner Schedule

**TOWN OF ARLINGTON  
TEMPORARY BANNER PERMIT APPLICATION**

**Applicant and Sponsoring Organization Information**

Name of Organization / Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Tel#: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Banner Information**

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Request Installation Date: \_\_\_\_\_ Date Removed: \_\_\_\_\_

Requested Location: Street (specify): \_\_\_\_\_

Other (specify): \_\_\_\_\_

Banner Message: \_\_\_\_\_

Banner Material: \_\_\_\_\_

**Required Attachments**

Banner Design, Color, Wording and Dimensions Banner

Location Site Map

**(Note: Banner size can not exceed 36 in wide by 5 ft long)**

After banner has been approved at a Select Board Meeting, you are responsible for having the banner made and getting it out to the Public Works Department a week prior to the installation date. They are located at 51 Grove Street, 781-316-3100.

Approved by the Select Board

Date Approved: \_\_\_\_\_

## Heights Banners



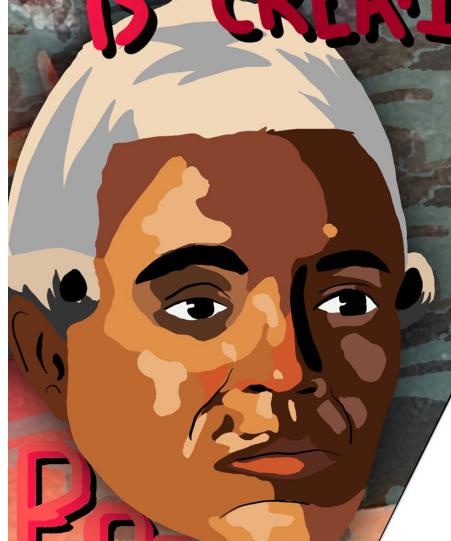
Our full set of 6 banners featuring Black business leaders from Boston in the 18th and 19th centuries.

**BLACK BUSINESS**  
is BRAVERY



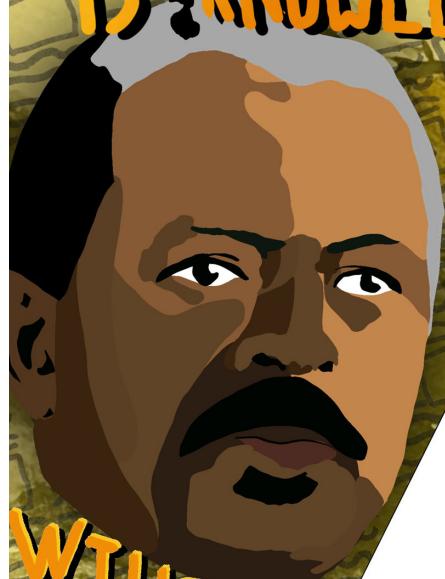
**ELIZA  
ANN  
GARDNER**

**BLACK BUSINESS  
is CREATIVITY**

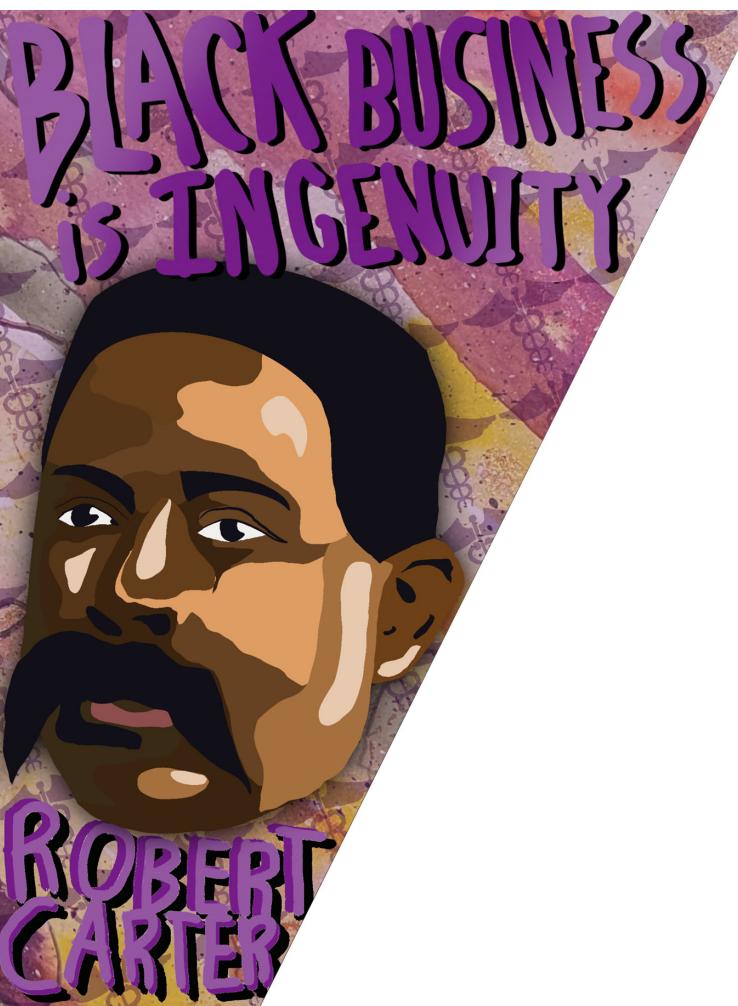


**PRINCE  
HALL**

**BLACK BUSINESS  
IS KNOWLEDGE**



**WILLIAM  
MONTGOMERY  
TROTTER**



**BLACK BUSINESS  
IS POWER**



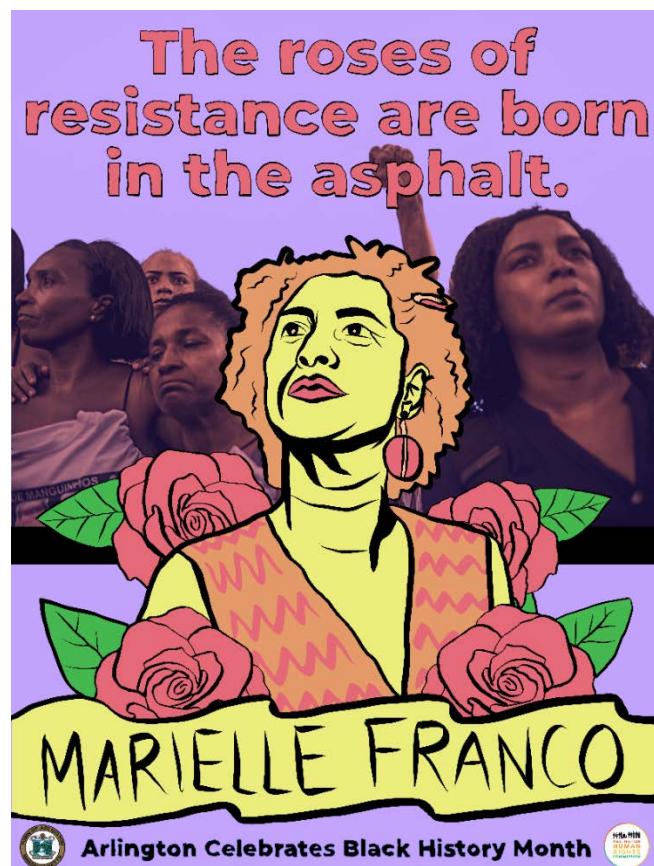
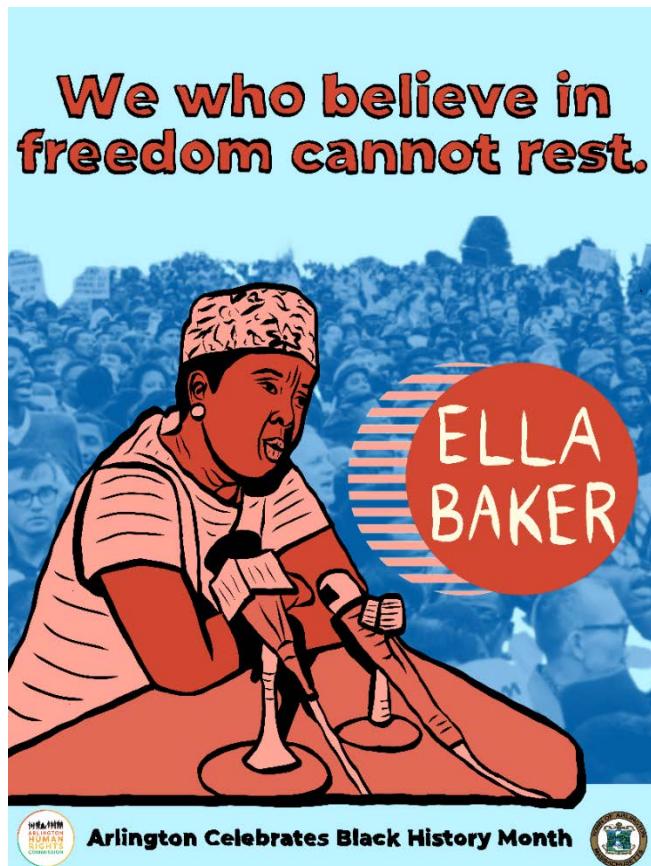
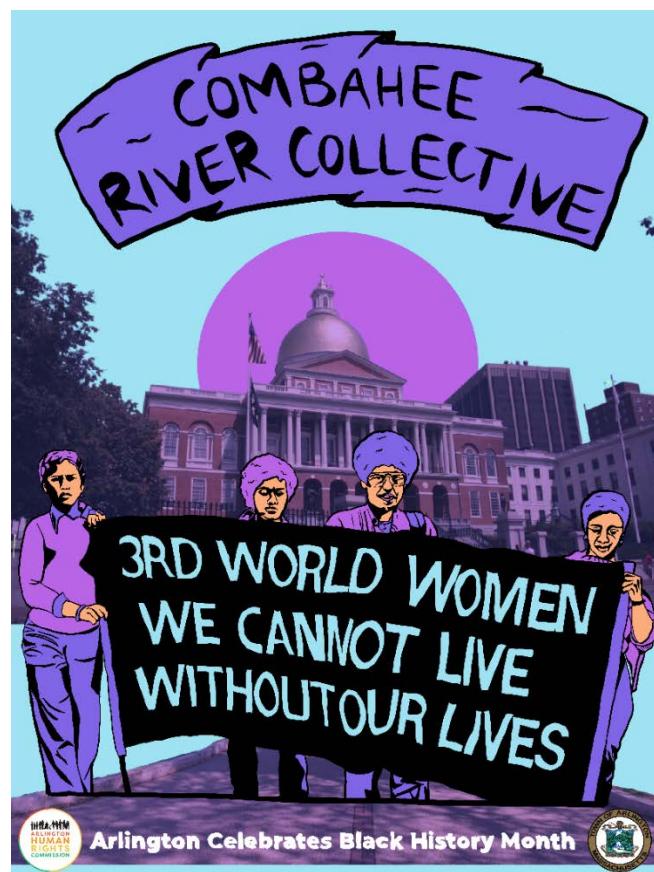
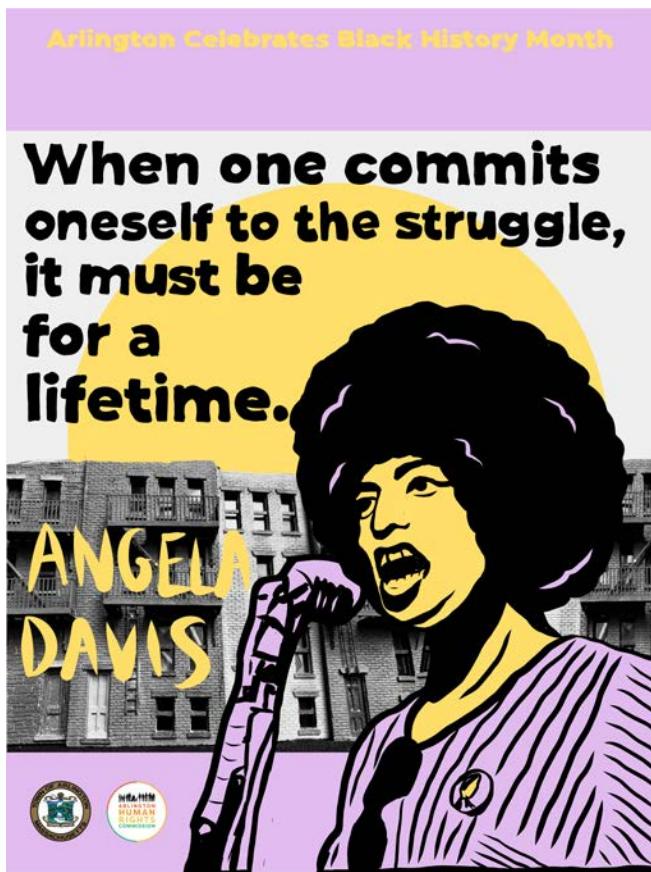
**JOSE  
RUFFENELLO**

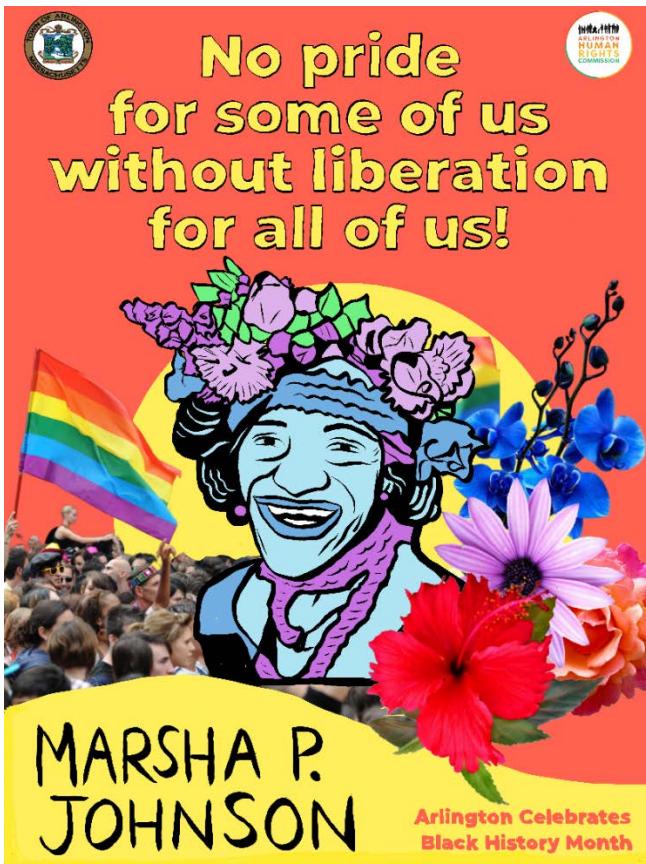
**BLACK  
BUSINESS IS  
TRAILBLAZING**



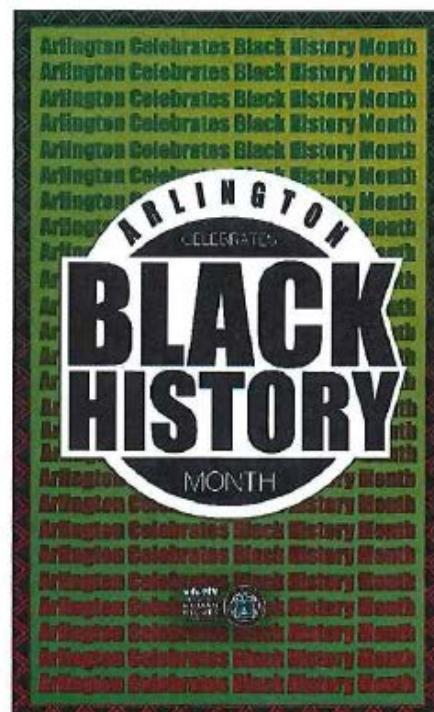
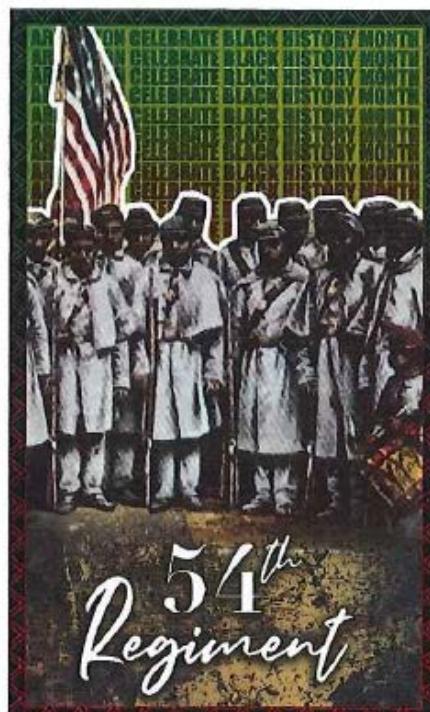
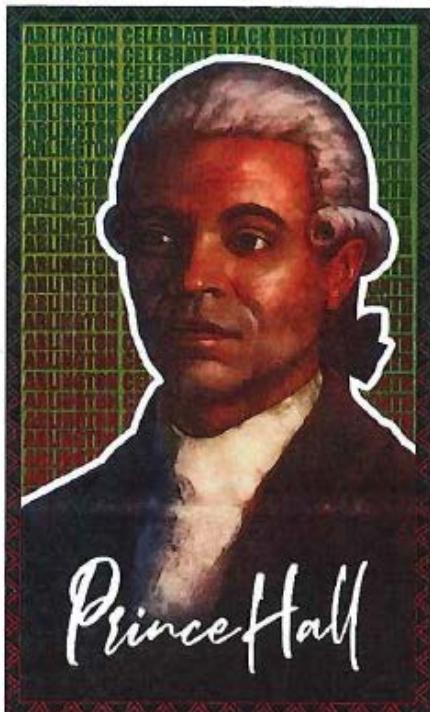
**BLACK BUSINESS IS TRAILBLAZING**

## East Arlington Banners





### Center Banners



**1 WEST**

**DOUBLE  
SIDED  
BANNER**

**1**

**DOUBLE  
SIDED  
BANNER**

**1 EAST**

**2 WEST**

**DOUBLE  
SIDED  
BANNER**

**2**

**DOUBLE  
SIDED  
BANNER**

**2 EAST**

**Banner size can not exceed  
36 in wide by 5 feet long.**

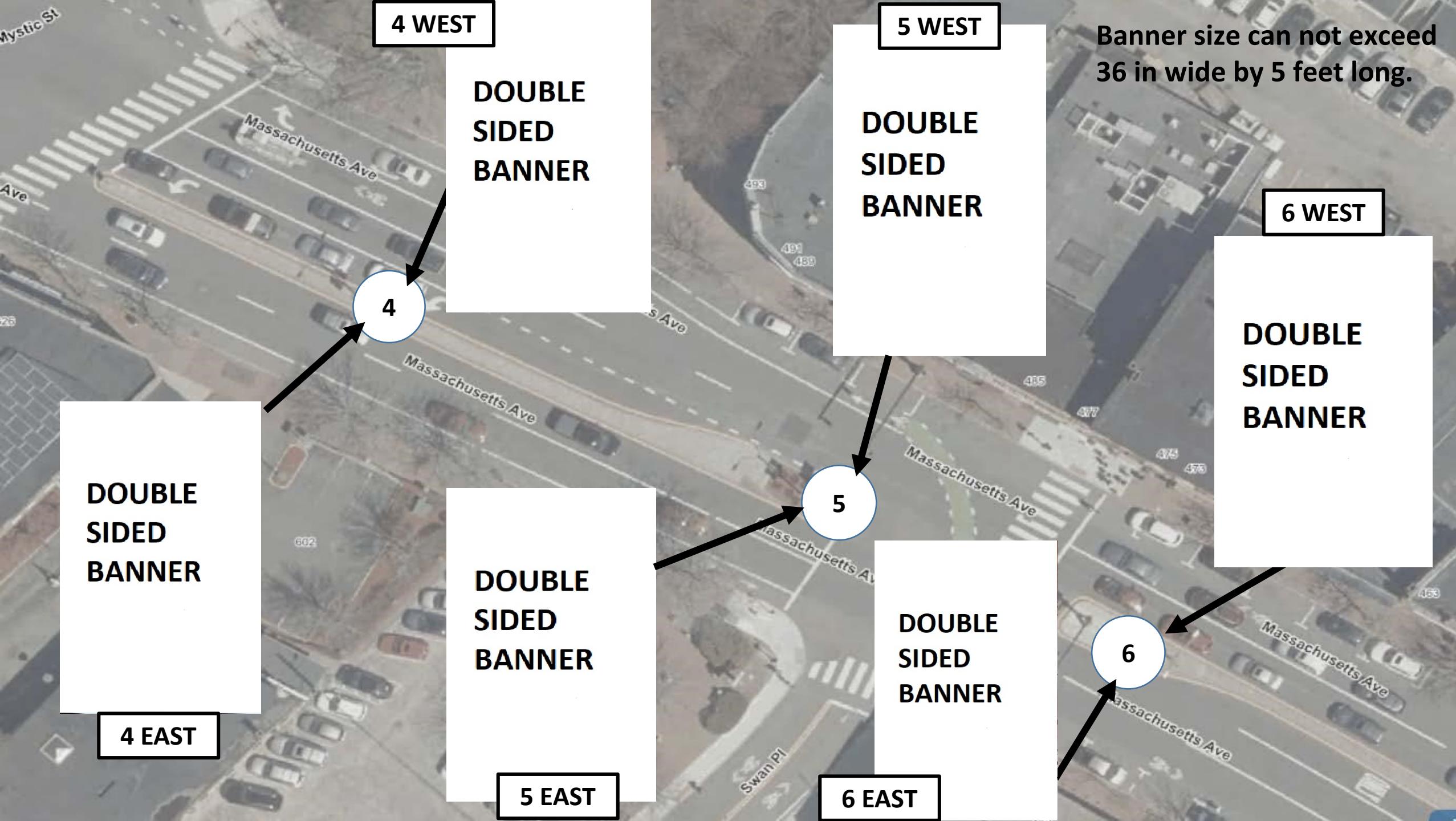
**3 WEST**

**DOUBLE  
SIDED  
BANNER**

**3**

**DOUBLE  
SIDED  
BANNER**

**3 EAST**



**7 WEST**

**DOUBLE  
SIDED  
BANNER**

**7**

**DOUBLE  
SIDED  
BANNER**

**7 EAST**

**DOUBLE  
SIDED  
BANNER**

**9 EAST**

**8 WEST**

**DOUBLE  
SIDED  
BANNER**

**8**

**DOUBLE  
SIDED  
BANNER**

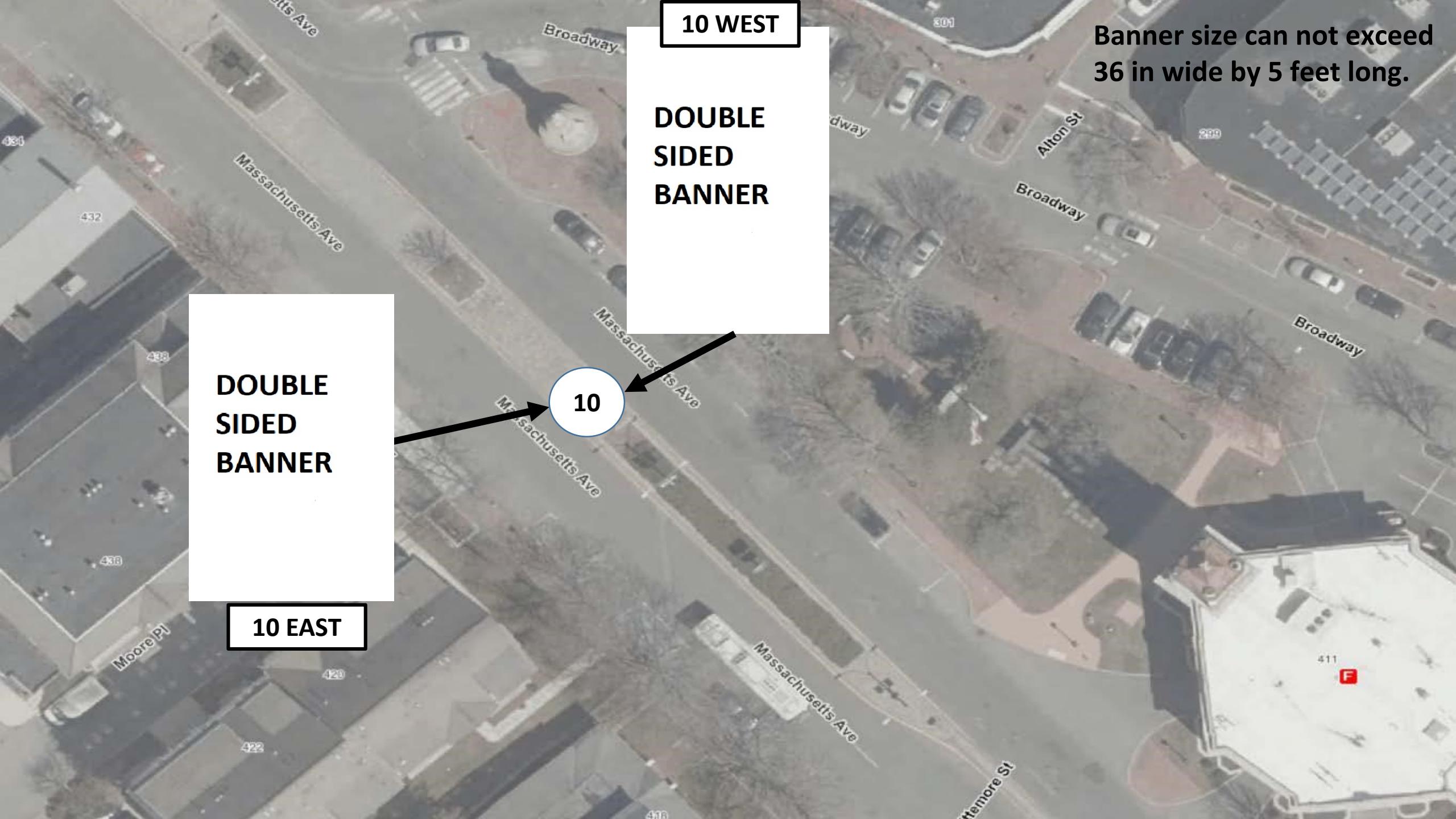
**9 EAST**

**Banner size can not exceed  
36 in wide by 5 feet long.**

**9 WEST**

**DOUBLE  
SIDED  
BANNER**

**9**



10 WEST

DOUBLE  
SIDED  
BANNER

Banner size can not exceed  
36 in wide by 5 feet long.

DOUBLE  
SIDED  
BANNER

10 EAST

## Banner Schedule - 2025

MONTH	EVENT	EVENT	EVENT	EVENT	EVENT
January					
February	Black History Month Banners				
March					
April	2025 Semiquicentennial Banners - Katie				
May	2025 Semiquicentennial Banners - Katie				
June					
July					
August					
September					
October					
November					
December					



## Town of Arlington, Massachusetts

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### **Reappointment**

#### **Summary:**

LGBTQIA+ Rainbow Commission  
Fiona Perry (Term to Expire: 01/31/2028)

#### **ATTACHMENTS:**

Type	File Name	Description
<input checked="" type="checkbox"/> Reference Material	Perry_F_reapp_mtg_ltr.pdf	Reference

## OFFICE OF THE SELECT BOARD

STEPHEN W. DECOURCEY, CHAIR  
DIANE M. MAHON, VICE CHAIR  
JOHN V. HURD  
LENARD T. DIGGINS  
ERIC D. HELMUTH



730 MASSACHUSETTS AVENUE  
TELEPHONE 781-316-3020  
FAX 781-316-3029

### TOWN OF ARLINGTON MASSACHUSETTS 02476-4908

January 23, 2025

Fiona Perry  
Arlington, MA 02474

Re: Reappointment: LGBTQIA+ Rainbow Commission

Dear Fiona:

Please be advised that the Select Board will be discussing your reappointment to the LGBTQIA+ Rainbow Commission at their meeting conducted via hybrid format on Monday, January 27<sup>th</sup> at 7:15pm. Although it is not a requirement that you attend this meeting, you are invited to do so.

The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda, as well as on the Town Calendar, where the meeting will be posted on Thursday, January 23<sup>rd</sup>, by 7:00pm.

Please contact this office by e-mail, [sbadmin@town.arlington.ma.us](mailto:sbadmin@town.arlington.ma.us), if you have any questions.

Thank you.

Very truly yours,  
SELECT BOARD

A handwritten signature in black ink, appearing to read "Caroline Kalogeropoulos".

Caroline Kalogeropoulos  
Administrative Assistant



## Town of Arlington, Massachusetts

---

### Contractor/Drainlayer Renewal

#### **Summary:**

Hercules C&G Drain A1 Pipe Restoration, Inc.  
Dedham, MA 02026

#### **ATTACHMENTS:**

Type	File Name	Description
□ Reference Material	Hercules_CG_Drain_A1_Pipe_Contractor_Drainlayer_(3).pdf	Reference

## OFFICE OF THE SELECT BOARD

STEPHEN W. DEOURCEY, CHAIR  
DIANE M. MAHON, VICE CHAIR  
JOHN V. HURD  
LENARD T. DIGGINS  
ERIC D. HELMUTH



730 MASSACHUSETTS AVENUE  
TELEPHONE 781-316-3020  
FAX 781-316-3029

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

### MEMORANDUM

TO: Select Board Members

FROM: Caroline Kalogeropoulos, Administrative Assistant

DATE: January 14, 2025

RE: Contractor/Drainlayer Renewal – Hercules C&G Drain A1 Pipe Restoration, Inc.

On Monday, December 16, 2024, the Select Board voted to renew all the Contractor/Drainlayer licenses that were received. The attached is a contractor/drainlayer renewal application that was received after the deadline.

CK  
Attachment



## Town of Arlington, Massachusetts

---

### Request: Contractor/Drainlayer License

**Summary:**

Duffy Excavation Inc.  
Johnny Duffy  
Braintree, MA 02184

**ATTACHMENTS:**

Type	File Name	Description
<input checked="" type="checkbox"/> Reference Material	Duffy_Excavation_Contractor_Drainlayer_Packet.pdf	Reference

## OFFICE OF THE SELECT BOARD

STEPHEN W. DECOURCEY, CHAIR  
DIANE M. MAHON, VICE CHAIR  
JOHN V. HURD  
LENARD T. DIGGINS  
ERIC D. HELMUTH



730 MASSACHUSETTS AVENUE  
TELEPHONE 781-316-3020  
FAX 781-316-3029

### TOWN OF ARLINGTON MASSACHUSETTS 02476-4908

January 21, 2025

Duffy Excavation Inc.  
Johnny Duffy  
[REDACTED]

Braintree, MA 02184

Dear Johnny:

The Select Board will be discussing your request for a License to do Drainlaying in the Town of Arlington by hybrid format on Monday, January 27, 2025 at 7:15 p.m. Although it is not a requirement that you attend this meeting, you are invited to do so.

The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Thursday, January 23<sup>rd</sup> by 7:00 p.m.

Please contact this office by email, [ckalogeropoulos@town.arlington.ma.us](mailto:ckalogeropoulos@town.arlington.ma.us), if you have any questions.

Very truly yours,  
SELECT BOARD

A handwritten signature in black ink, appearing to read "Caroline Kalogeropoulos".

Caroline Kalogeropoulos  
Administrative Assistant



Engineering Division

TOWN OF ARLINGTON  
Department of Public Works  
51 Grove Street  
Arlington, Massachusetts 02476  
*Office (781) 316-3320 Fax (781) 316-3281*

## MEMORANDUM

To: Select Board  
From: Engineering Division  
Re: Approved Contractor License  
Date: January 22, 2025

Dear Board Members,

Reference is hereby made to an application by Johnny Duffy of Duffy Excavation Inc., to be accepted as an Approved Contractor in the Town of Arlington.

Contact information is as follows:

Duffy Excavation Inc.

Johnny Duffy

[REDACTED]  
Braintree, MA 02184

Phone: [REDACTED]

Email: [REDACTED]

Upon review of the application supplied by the contractor, we recommend approval and issuance of an Approved Contractor license.

Regards,

A handwritten signature in blue ink that reads "Wolfgang Kirstein".

Wolfgang G. Kirstein, E.I.T.  
Civil Engineer

CC: William C. Copithorne, P.E., Town Engineer  
File



## TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

### APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

**Directions:** Please complete **ALL** fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Select Board. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3320.

#### Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

Water     Sanitary Sewer     Stormwater Drainage     Sewer/Drain Inspection     Driveway Work     Curb/Sidewalk Work

#### Applicant Information

Applicant/Firm Name: Duffy ex cava<sup>t</sup>ion INC

Select One:  Corporation     Partnership     Proprietorship     Other:

Street Address: \_\_\_\_\_ City/Town: b raiNTree State: ma Zip Code: 02184

Primary Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Length of Time in Business under the same Firm Name: 13 years

Full Name(s) of Principal(s): Johnny

Primary Contact Person: Johnny duffy

#### Experience/Previous Work

Nature of Typical/Standard Work: Water / sewer Repairs / street works

Have you ever performed this type of work in Arlington:  Yes     No

If Yes, Please provide Location: \_\_\_\_\_ Approximate Date: \_\_\_\_\_

Total Amount of such construction this year: \_\_\_\_\_

Total Amount of such construction last year: \_\_\_\_\_

Total Amount of such construction next previous year: \_\_\_\_\_

#### Municipal References - Please Attach Written Reference Letters or Provide Contact Information

Municipality: Winchester Primary Contact Name: Peter Email: 781-589-2652

Municipality: Weymouth Primary Contact Name: Jay Email: 781 985 7467

Municipality: maldin Primary Contact Name: bob knox Email: 781 389 2524

#### Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference: \_\_\_\_\_ Phone: \_\_\_\_\_

Federal Tax ID or Social Security #: \_\_\_\_\_

Your social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

Note to Town Staff: Redact Social Security # before releasing document

#### Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also hereby agree to conform in all respects to the conditions governing such license as printed in the By-Laws of the Town, and such other rules and regulations as the Select Board and/or Department of Public Works may establish.

Applicant Signature: Joe Jr Date: 1-14-25

[Reset Form](#)

[Print Form](#)



## Town of Arlington, Massachusetts

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### For Approval: Art Installation for Arlington 250th Celebration

#### **Summary:**

Christine Bongiorno, Deputy Town Manager of Operations

#### **ATTACHMENTS:**

Type	File Name	Description
<input type="checkbox"/> Reference Material	Arlington_250_Horse_project_presentation.pdf	Reference

## Arlington 250: The Untold Stories

Inspired by the William Dawes, Paul Revere ride through Arlington we plan to display two life sized painted fiberglass horses in Arlington center. They will highlight our town history.



This is an image of the running horse that our two professional artists will paint.

Arlington's Deputy Town Manager of Operations, Christine Bongiorno and Laurie Bogdan will be working together to manage this project along with assistance from our Arlington DPW for delivery and installation on a removable pad. We are on the battle road route and feel this project will add interest to the Arlington 250's continued efforts as both a tourist and town attraction. The horses will be on display from April 2025 until the Fall of 2026 (after 250<sup>th</sup> Independence Day)



Site one: just off the Mass Ave. sidewalk  
Before the Whittemore park sidewalk.



Site two: In Uncle Sam Plaza adjacent to  
the Visitor's Center.

Viewable on both sides. Great for selfies, seen by both vehicles and pedestrians.



## Town of Arlington, Massachusetts

---

**Request: Special (One Day) Beer & Wine License, 2/14/25, 3/21/25, 4/25/25, 5/23/25 @ Highrock Church Mill Cafe for Mill Cafe After Hours**

**Summary:**

Andrew Hunter

**ATTACHMENTS:**

Type	File Name	Description
<input checked="" type="checkbox"/> Reference Material	Hunter_A_(Mill_St._Cafe)_One_Day_License.pdf	Reference

OFFICE OF THE SELECT BOARD  
TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL ALCOHOL LICENSE APPLICATION**

Name of Applicant: Andrew Hunter

Address, phone & e-mail contact information: \_\_\_\_\_  
\_\_\_\_\_

Name & address of Organization for which license is sought: \_\_\_\_\_  
\_\_\_\_\_

Highrock Church, (Mill Café), 14 Mill St, Arlington, MA 02476

Does this Organization hold nonprofit status under the IRS Code?  Yes  No

Name of Responsible Manager of Organization (If different from above): \_\_\_\_\_  
\_\_\_\_\_

Address, phone & e-mail contact information: \_\_\_\_\_  
\_\_\_\_\_

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year?  Yes If so, please give date(s) of Special Licenses and/or applications and title of event(s). \_\_\_\_\_

We hosted this event on Friday, November 16, and December 20 at 14 Mill St. in Arlington. The events were called Mill Café After Hours.

Both Mill Café After Hours events were well attended. Two local jazz bands played each night and the atmosphere was very enjoyable!

An Arlington resident in attendance remarked that this type of positive community event that makes him proud of his town.

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

The first 2 events were on Friday, November 16, and December 20 at 14 Mill St. in Arlington. We are trying 4 more events together.

24-Hour contact number for Responsible Manager of Alcohol Event date: \_\_\_\_\_ Drew Hunter

Title of Event: Mill Café After Hours

Date/time of Event: Friday, February 14, Friday, March 21, Friday, April 25, and Friday May 23, from 4:30 - 10:00

Location of Event: The Mill Caf6, 14 Mill St. Arlington, MA 02476

Location/Event Coordinator: Drew Hunter, The Mill Caf6

Method(s) of invitation/publicity for Event: Online, Social Media, Signs In the Mill Caf6,

Number of people expected to attend: Approximately 80-120 per day of each event (less at any given time)

Expected admission/ticket prices: 0

Expected prices for food and beverages (alcoholic and non-alcoholic): \$9-\$10 per beer, \$5-\$15 for Food

Will persons under age 21 be on premises? Yes

If "yes," please detail plan to prevent access of minors to alcoholic beverages.

See accompanying security plan

Have you consulted with the Department of Police Services about your security plan for the Event?

**OFFICE USE ONLY**

*For Police Chief, Operations Commander, or designee:*

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

*Katee Deen*  
Printed name/title

Date:

*11/24/25*

**POLICE COMMENTS:**

*Signature denotes review of security plan  
Only*

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all alcohol Special Licenses are available only to nonprofit organizations.) Beer

What types of food and non-alcoholic beverages do you plan to serve at the Event? \_\_\_\_\_

A variety of the cafe's food like sandwiches, waffles, and many non-alcoholic beverage options

Who will be responsible for serving alcoholic beverages at the Event? \_\_\_\_\_

ABC Beer Inc, dba Arlington Brewing Company

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event. All servers are TIPS certified. See security plan for certifications.

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age. Matt Guigney [REDACTED] Peter Geradomina [REDACTED] Carmine Grimaldi [REDACTED]

Tom Allen 09/16/1980, Ron Friedman 08/04/1984, Mario Sili 02/21/1986

PROFESSIONAL LIABILITY INSURANCE

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: [www.mass.gov/abcc](http://www.mass.gov/abcc)) \_\_\_\_\_

ABC Beer Inc, dba Arlington Brewing Company

Date of Delivery: Same day as each event

Alcohol Serving Time (s): 4:30 - 8:30

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of? Returned to Arlington Brewing Company

---

---

Date of Pick-Up: After the conclusion of the event.

---

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

---

Tri-State Insurance Company of Minnesota; Insured: Arlington Brewing Company

---

Insured: ABC Beer Inc

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Coverage: Liquor Liability \$1,000,000/\$2,000,000; General Liability \$1,000,000/\$2,000,000

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**Please submit this completed form and filing fee to the Select Board at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.**

**I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:**

Signature: 

---

Printed name: Andrew Hunter

---

Printed title & Organization name: Executive Director, Highrock Church & the Mill Café

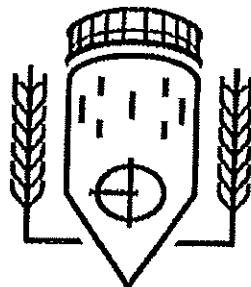
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Email: [REDACTED]

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# Event Security Plan

Highrock Church & The Mill Café After Hours  
In Collaboration with: Arlington Brewing Company  
Hosted at the Mill Café  
14 Mill St., Arlington, MA 02476



**ARLINGTON**  
BREWING COMPANY

## **Event Overview**

The Mill Café is planning to stay open past its normal hours to offer a limited new menu and the Arlington Brewing Company will host a pop up beer bar. Both organizations will participate, with Arlington Brewing Company serving all alcoholic beverages while The Mill Café provides all non-alcoholic beverages and food.

## **Event Space**

The event will take place at the Mill Café, 14 Mill St., Arlington, MA 02476. The event space is limited to the existing cafe space. Beer will be served from a kegerator that will be setup temporarily in the space.

## **Service Restrictions**

- All persons purchasing alcohol will have their age verified by a TIPS certified server.
- Alcohol will not be served to any person who appears to be intoxicated.
- If any guest appears to be intoxicated staff will take the appropriate measures, up to and including asking the guest to leave.
- If necessary, staff will alert police to any issue that raises concerns for public safety.

## **Serving Containers**

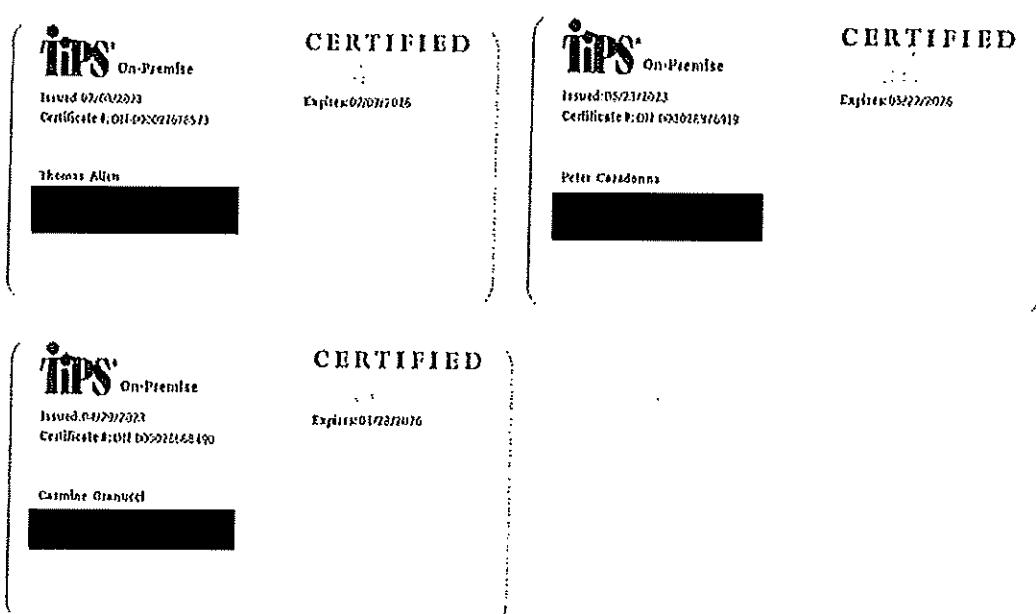
All beers will be poured into 16 oz cups from our kegerator-based draft system.

## **Emergency Evacuation**

In the event of an emergency, guests will be directed to leave through the main entrance or the back entrance of the building following The Mill Café fire safety plan.

## **TIPS Certifications**

The event manager and all staff are TIPS certified. TIPS certificates are below.





Issued 07/05/2023  
Certificate # OH 00902910451

Bertram Friedmann



CERTIFIED

Expires 07/04/2026



Issued 05/03/2023  
Certificate # OH 00902910450

Marc Miller



CERTIFIED

Expires 05/01/2026



## Town of Arlington, Massachusetts

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### Arlington Committee on Tourism and Economic Development

#### **Summary:**

Simon Proekt (Term to Expire: 01/31/2028)

#### **ATTACHMENTS:**

Type	File Name	Description
<input type="checkbox"/> Reference Material	Proekt_S_ATED_apptmt_request_ltr_resume.pdf	Reference

## OFFICE OF THE SELECT BOARD

STEPHEN W. DECOURCEY, CHAIR  
DIANE M. MAHON, VICE CHAIR  
JOHN V. HURD  
LENARD T. DIGGINS  
ERIC D. HELMUTH



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

## TOWN OF ARLINGTON MASSACHUSETTS 02476-4908

January 23, 2025

Simon Proekt  
Arlington, MA 02476

Re: Appointment: Arlington Tourist and Economic Development

Dear Simon:

As a matter of the standard appointment procedure, the Select Board requests that you attend the Select Board meeting conducted by hybrid format, on Monday, January 27, 2025, at 7:15 p.m.

It is a requirement of the Select Board that you join this hybrid meeting. This will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

You may attend the meeting in-person or virtually. The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted on Thursday, January 23<sup>rd</sup>, at 7:00 p.m.

Please do not hesitate to contact me by e-mail, [sbadmin@town.arlington.ma.us](mailto:sbadmin@town.arlington.ma.us), if you have any questions.

Thank you.

Very truly yours,  
SELECT BOARD

A handwritten signature in black ink that reads "Ashley Maher".

Ashley Maher  
Board Administrator

## Contact

[www.linkedin.com/in/simon-proekt-3a6b544](https://www.linkedin.com/in/simon-proekt-3a6b544) (LinkedIn)  
[www.flocktory.com](http://www.flocktory.com) (Company)

## Top Skills

Project Management  
Cross-functional Team Leadership  
Start-ups

## Languages

English (Native or Bilingual)  
Russian (Native or Bilingual)

# Simon Proekt

Co-Founder and CEO Flocktory  
Arlington, Massachusetts, United States

## Summary

Designing, building, and bringing to life new products has been my drive throughout my career. My background has given me a diverse set of experiences from managing IT teams, to strategic consulting in retail and the telecom industry, to starting up and running one of the fastest growing data marketing B2B startups.

Based on my leadership I have built a high tech company of over 90 employees across multiple countries, that raised over \$2.5M in venture financing, and successfully exited to a NASDAQ listed company with a valuation of over \$20M.

My passion is bringing solutions to meet the challenges of today while constantly driving teams to plan, perform, and deliver the solutions for future growth

---

## Experience

Flocktory  
9 years 11 months

Board Member  
December 2019 - February 2022 (2 years 3 months)

Founder And CEO  
April 2012 - December 2019 (7 years 9 months)

Flocktory is the leading cloud marketing platform for enterprise level e-commerce companies, that harnesses the power of big data analytics to drive targeted personalized campaigns that increase sales, reduce cost of customer acquisition, and drive long term CLV growth. At Flocktory, we handle over 50 million e-commerce transactions per month and have over 120 million consumer profiles across virtually all verticals in e-commerce sphere. This rich data set allows us to constantly perfect our adaptive suite of marketing tools to achieve better conversions for our clients by understanding the behavior and economics of their customers.

Our suite of omni-channel marketing tools drive conversions 8x that of the alternative channels in the mix, allowing our enterprise clients to segment and target their customers and leads by purchasing behavior, demographics, geography, and social influence.

Flocktory works with global brands such as: Ebay, Groupon, Yves Rocher, S7 Airlines, Quelle, Farfetch, Citibank and over 1,000 other online retailers and financial institutions.

Brightstar  
Director Of Business Development  
June 2011 - April 2012 (11 months)  
Cambridge, Massachusetts, United States

Brightstar Solutions Eastern Europe  
Director of Innovation, Customer Management  
August 2010 - June 2011 (11 months)

Brightstar  
Manager, Global ISCS  
January 2010 - August 2010 (8 months)

GreenFuel Technologies Corporation  
Information Technology Manager  
August 2004 - October 2009 (5 years 3 months)

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## Education

Northeastern University  
· (2001 - 2006)



## Town of Arlington, Massachusetts

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### LGBTQIA+ Rainbow Commission

#### **Summary:**

Michaela Kirby (term to expire: 01/31/2026)

#### **ATTACHMENTS:**

Type	File Name	Description
<input checked="" type="checkbox"/> Reference Material	Kirby_-_Rainbow_Commission-_Approval_Letter.pdf	Reference



**Town of Arlington  
Office of the Town Manager**

**James Feeney  
Town Manager**

**730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3010**

**MEMORANDUM**

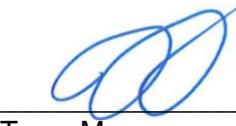
**DATE:** January 17, 2025

**TO:** Board Members

**SUBJECT:** Appointment to the LGBTQIA+ Rainbow Commission

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This memo is to request the Board's approval of my appointment of Michaela Kirby, Arlington, MA, as a member on the LGBTQIA+ Rainbow Commission with a term expiration date of 1/31/2026.



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**Town Manager**

## OFFICE OF THE SELECT BOARD

STEPHEN W. DECOURCEY, CHAIR  
DIANE M. MAHON, VICE CHAIR  
JOHN V. HURD  
LENARD T. DIGGINS  
ERIC D. HELMUTH



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

## TOWN OF ARLINGTON MASSACHUSETTS 02476-4908

January 17, 2025

Michaela Kirby  
Arlington, MA 02476

Re: Appointment: LGBTQIA+ Rainbow Commission

Dear Michaela:

As a matter of the standard appointment procedure, the Select Board requests that you attend the Select Board meeting conducted by hybrid format, on Monday, January 27, 2025 at 7:15 p.m.

It is a requirement of the Select Board that you join this hybrid meeting. This will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

You may attend the meeting in-person or virtually. The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted on Thursday, January 23<sup>rd</sup>, at 7:00 p.m.

Please do not hesitate to contact me by e-mail, [sbadmin@town.arlington.ma.us](mailto:sbadmin@town.arlington.ma.us), if you have any questions.

Thank you.

Very truly yours,  
SELECT BOARD

A handwritten signature in black ink that reads "Ashley Maher".

Ashley Maher  
Board Administrator

# **Michaela Kirby, Psy.D., A.T.R.-BC**



## **Education:**

Doctorate in Clinical Psychology - 1998  
William James College, Newton, MA  
(previously Massachusetts School of Professional Psychology),  
Master of Arts in Expressive Therapy - 1986  
Art Specialization, Lesley University, Cambridge, MA  
Bachelor of Arts in Drama and Music - 1980  
Chatham College, Pittsburgh, PA

## **Licensure/Certification:**

Licensed Psychologist, Commonwealth of Massachusetts, #8513  
Licensed Mental Health Counselor, Commonwealth of Massachusetts, #426  
Board Certified Registered Art Therapist, Art Therapy Credentialing Board, #90-086

## **Academic Experience:**

Professor Emerita, Lesley University, 2023 to present

Associate Professor, Lesley University, 2018-2023  
Division Director, Expressive Therapies Division 2018-2021

Assistant Professor, Lesley University, 2000-2018  
Interim Division Director, Expressive Therapies Division, August 2017- 2018  
Supervisor of Academic Affairs, Expressive Therapies Division, 2013–2017  
Director of Field Training, Expressive Therapies Division, 2009–2013  
Coordinator of the Graduate Art Therapy Program, Expressive Therapies Division  
2006–2008  
Coordinator of the Undergraduate Art Therapy Program, Lesley University  
2000 –2006

Assistant Director of Field Training, Lesley University  
Graduate School of Arts and Social Sciences  
Expressive Therapies Division, 1998–2000

**Publications:**

Kirby, M. (In press). Keynote Address: Why the Arts in Therapy? *The Creative Therapies in the Healing Professions: Psychotherapy and Spiritual Care Conference Proceedings*. Ottawa: St. Paul University.

Kirby, M. (2023). Integrating a sex-positive approach in art therapy. *Art Therapy: Journal of the American Art Therapy Association*, 40(4), 171-178.

Kirby, M. & Napoli, M. (2019). Crafting the Vulva Quilt. In H. Mandell (Ed.), *Crafting Dissent: Handicraft as Protest from the American Revolution to the Pussyhats*. Maryland: Rowman & Littlefield.

Kirby, M. (2017). Embracing my social class transition: A journey to more effective teaching. In S.V. Cochrane, M. Chhabra, M.A. Jones & D. Spragg (Eds), *Culturally Responsive Teaching and Reflection in Higher Education: Promising Practice from the Cultural Literacy Curriculum Institute* (pp. 32-40). New York, NY: Routledge.

Kirby, M., Leone, L., & Lautenbach, N. (2016, June 29). Art therapists empower college students through craftivism. *Art Therapy Today*. Retrieved from <http://multibriefs.com/briefs/aata/craftivism062916.pdf>

Kirby, M. (1998). *The unnamed clitoris: Preliminary evaluation of a questionnaire to determine when and how women learn about the clitoris*. (Unpublished doctoral dissertation). William James College, formerly the Massachusetts School of Professional Psychology, Newton, MA.

**Invited Speaker Presentations:**

*Creating a Safer Space by Dismantling the Sociopolitical Construction of Sexuality*. Invited speaker for day-long presentation at Southern Illinois University Edwardsville, Edwardsville, Illinois, March 30, 2019.

*Keynote Address: Why the Arts in Therapy?* Invited keynote speaker, The Creative Therapies in the Healing Professions: Psychotherapy and Spiritual Care Conference, St. Paul University, Ottawa, Canada, March 2018.

*Making the Invisible Visible*. Workshop for The Creative Therapies in the Healing Professions: Psychotherapy and Spiritual Care Conference, St. Paul University, Ottawa, Canada, March 2018.

*Creating Spaces of Resistance: Third Wave Feminism, Social Justice and Art Therapy*. Invited panelist, American Art Therapy Association Annual Conference, Minneapolis, MN, July 2015.

*Frameworks of Supervision*. Invited trainer for day-long workshop in supervision training series offered by the Massachusetts Mental Health Counselors Association, Boston, MA,

December 2013, December 2014, October 2015, April 2016, October 2016, March 2017, October 2017 and May 2018.

*Invisible Identities at First Parish: Perspectives on Social Class*, Invited speaker for panel presentation, First Parish Unitarian Universalist Church, Arlington, MA, February 2015.

Invited discussant for premiere showing of film, "To Move is to Be Alive: Penny Lewis, Expressive Therapy Pioneer," American Art Therapy Association Annual Conference, San Antonio, TX, July 2014.

*Five Routes to the Doctorate: An AATA Education Committee Panel*. Invited panelist, American Art Therapy Association Annual Conference, Seattle, WA, June 2013.

*Frameworks of Supervision*. Invited co-presenter with Dr. Bonnie Bullard, part of the supervision training series offered by the Massachusetts Mental Health Counselors Association, Boston, MA, December 2012.

*Making the Invisible Visible: Utilizing Sandplay in Verbal Therapy with Adults*. Invited presenter, day-long training for the Massachusetts Mental Health Counselors Association, Boston, MA, June 2012.

*New Construction Zone: Building Art Therapy on the Ever-Shifting Ground of Gender*, Invited panelist, American Art Therapy Association Annual Conference, Cleveland, OH, November 2008.

*The UnNamed Clitoris*, Invited speaker, Brown University, Providence, RI, March, 2000.

### **Presentations/Exhibits:**

*Breaking Silence: Incest Survivors Creating and Exhibiting Quilts*, Paper, American Art Therapy Association Annual Conference, Pittsburgh, PA, October 2024.

*Orgasm: Politics, Performance & Pleasure*, Panelist, American Art Therapy Association Annual Conference, Pittsburgh, PA, October 2024.

*Establishing a Sex-Positive Therapeutic Approach to Encourage Healthy Sexuality and Sexual Wellness*, Co-presenter Full Day Pre-Conference Course, American Art Therapy Association Annual Conference, Pittsburgh, PA, October 2024.

*Integrating a Sex Positive Approach in your Clinical Practice: Part 3*, Panelist, American Art Therapy Association Annual Conference, Kansas City, MO, November 2019.

*Integrating a Sex Positive Approach in your Clinical Practice: Part 2*, Panelist, American Art Therapy Association Annual Conference, Miami, FL, November 2018.

*Vulva Felting Workshop: A Pathway to Learning About Women's Sexuality*, American Art Therapy Association Annual Conference, Albuquerque, NM, November 2017.

*Integrating a Sex Positive Approach in your Clinical Practice*, Panelist, American Art Therapy Association Annual Conference, Albuquerque, NM, November 2017.

*A Missing Piece: Social Class in the Therapeutic Relationship*, American Art Therapy Association Annual Conference, Albuquerque, NM, November 2017.

*Felting Vulvas: A Hands-On Educational Workshop*, New View Campaign Capstone Conference, Critique-Resist-Transform: Feminist Scholar Activism, Bloomington, IN, October 2016.

*Human Sexuality Focus Group*. Facilitator, American Art Therapy Association Annual Conference, Baltimore, MD, July 2016.

*Monopoly: Not Just A Game*. Paper, Community of Scholars Day, Lesley University, March 2016.

*Human Sexuality Focus Group*. Co-facilitator with Ginna Clark, American Art Therapy Association Annual Conference, Minneapolis, MN, July 2015.

*Expressive Arts Therapies as Embodied Practice: Can You Really Teach This On-line?* Co-presented with Karen Estrella and Deb Spragg, Expressive Therapies Summit, New York, NY, November 2013.

*Building Creative Connection in Supervision using Sandplay and Storytelling*. Co-led workshop with Denise Malis, and Hyechin Yoo, American Art Therapy Association Annual Conference, Savannah, GA, July 2012.

*New Supervisors Training Series*. Co-led with Michelle Harris, Associate Director of Field Training, Lesley University, 2012-2013.

*Understanding Sandplay Through the Expressive Therapies Continuum*. Co-presented with Denise Malis, New England Art Therapy Association, November 2011.

*Addressing Sexuality in Art Therapy Utilizing the ISIS Wheel*. Advanced practice full day pre-conference course, American Art Therapy Association Annual Conference, Sacramento, CA, November 2010.

*Sexuality and Art Therapy*, Paper, American Art Therapy Association Annual Conference, Dallas, TX, November 2009.

*Body Casting for Personal and Social Healing and Transformation*. Presented with Celine Hunt and Shannon Stevens, International Expressive Arts Therapy Association Conference, Cambridge, MA, August 2009.

*Expressive Therapy's Transformative Power for Individuals with Intellectual/Developmental Disabilities*, presented with Kristin Falvey and Caryl Beth Thomas, International Expressive Arts Therapy Association Conference, Cambridge, MA, August 2009.

*The Field Training Experience: Honoring the Voices of Students, Supervisors, and Educators*. Panelist, American Art Therapy Association Annual Conference, Cleveland, OH, November 2008.

*Transformational Learning in Professional Practice*, Panelist, American Art Therapy Association Annual Conference, Albuquerque, NM, November 2007.

*Focus Group: Undergraduate Art Therapy*, Facilitator at American Art Therapy Association Annual Conference, New Orleans, November 2007.

*Body Casting as a Medium of Transformation*. Co-presented with Celine Hunt and Shannon Smith, American Art Therapy Association Annual Conference, Albuquerque, NM, November 2007.

*What is Undergraduate Art Therapy?* Co-presented with Amy Morrison, American Art Therapy Association Annual Conference, New Orleans, November 2006.

*Focus Group: Undergraduate Art Therapy*. Facilitator at the American Art Therapy Association Annual Conference, New Orleans, November 2006.

*Creative Development of Autistic Adults through a Three Year Open Studio Experience*, Co-presented with Denise Malis, American Art Therapy Association Annual Conference, San Diego, November 2004.

*Discoveries of an Open Studio with Autistic Adults*, Co-presented with Denise Malis, New England Art Therapy Association, Cambridge, MA, February 2004.

*Discoveries of an Open Studio with Autistic Adults*. Co-presented with Denise Malis, American Art Therapy Association Annual Conference, Chicago, November 2003.

*Ethics in Art Therapy Supervision*, Co-led workshop with Mariagnese Cattaneo, American Art Therapy Association Annual Conference, St. Louis, November 2000.

*Clitoral Politics: Past, Present and Future*, Annual Conference for the Association for Women in Psychology, Providence, RI, March, 1999.

## **Professional Service:**

Elected to the Board of Directors of the American Art Therapy Association  
2015-2017 and 2017-2019

Elected to the Nominating Committee of the American Art Therapy Association  
2013-2015

Education Program Approval Board of the American Art Therapy Association  
2008-2010 and 2011-2013.

Reviewer for Art Therapy: Journal of the American Art Therapy Association  
2009-2018

Reviewer for The Arts in Psychotherapy  
2008-2009

Board Member of the Coalition of Art Therapy Educators  
Treasurer, 2002-2006  
Convener-elect, 2006-2007  
Convener, 2007-2009

Education Committee of the American Art Therapy Association  
2006 – 2008

Scholarship Committee for the American Art Therapy Association  
2004 to 2006

Board of Directors for Raw Artworks, Lynn, MA  
2002-2004

### **Additional Training**

Decolonizing Therapy for Black Folks course through the Therapy that Liberates  
Community, Shawn Murray-Browne – January 2022 thru October 2022

Fielding Graduate University, Post-Doctoral Certificate Program in Neuropsychology  
Santa Barbara, CA  
Studied with Dr. Elkhonon Goldberg, New York, NY  
Neuroanatomy, Fall 2008  
Neuropsychological Assessment, Fall 2008

Sandplay Therapy Training Center, New Bedford, MA  
Introduction to Sandplay Therapy Fundamentals  
August-December 2016

Sandplay Therapists of America, Baltimore Assembly, Baltimore, MD  
Continuing Education April 2015

### **Clinical Experience:**

Private Practice, Arlington, MA, June 2022-present

Private Practice, Somerville, MA, April 2000-June 2022

Center House, Boston, MA  
Licensed Clinical Consultant/Intern Supervisor, 2000–2006

Opening Doors Through the Arts, Lesley University, Cambridge, MA  
Art Facilitator, Studio art group for adults with autism, Marks Foundation Research Grant  
2001-2002

Wediko Children's Service: School-based Program, Boston, MA  
Clinician, 1999-2000

Bay Cove Human Services, Boston, MA  
Division for Mental Retardation/Developmental Disabilities  
Clinician/Intern Supervisor, 1996-1998

Faulkner Hospital, Boston, MA  
Doctoral Clinical Internship, 1995-1996

Tufts University Counseling Center, Medford, MA  
Doctoral Clinical Practicum/Internship, 1993-1995

Clerkship in Psychological Assessment, Saugus Public School System, Saugus, MA  
Tufts New England Medical Center Hospital, Inc, Boston, MA, 1993-1994

Revere Community Counseling Center, Revere, MA  
Doctoral Practicum, 1992-1993

Hayden Goodwill Inn School, Dorchester, MA  
Residential school for adolescent males  
Art Therapist, 1989-1992  
Clinical Administrator of Independent Living Group Home, 1988-1989  
Assistant Clinical Administrator, 1987-1988

Greater Lawrence Mental Health Center, Lawrence, MA  
Expressive Therapy Internship, 1985-1986

Schiff Day Treatment Centers, Cambridge, MA  
Expressive Therapy Practicum, 1984-1985



## Town of Arlington, Massachusetts

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**7:45 p.m. CDBG - Performance Update for Program Year 2024-2025**

**Summary:**

Mary Muszynski, Community Development Block Grant Administrator

**ATTACHMENTS:**

Type	File Name	Description
□ Reference Material	CDBG_PY50_Mid-Year_Report.pdf	CDBG Mid Year Report



## TOWN OF ARLINGTON

DEPARTMENT OF PLANNING and  
COMMUNITY DEVELOPMENT

TOWN HALL, 730 MASSACHUSETTS AVENUE  
ARLINGTON, MASSACHUSETTS 02476  
TELEPHONE 781-316-3090

### MEMORANDUM

To: Members of the Select Board  
From: Mary Muszynski, Community Development Block Grant Administrator  
CC: Claire Ricker, Director of Planning and Community Development  
RE: Community Development Block Grant (CDBG) Program Year 50 Mid-Year Report  
Date: January 23, 2025

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CDBG Subrecipients are community based and Town organizations that provide stable housing, public services, economic development opportunities, and accessible and safe infrastructure that help create a stronger, more livable, and more resilient Arlington. At the midpoint of Program Year 50, which began July 1, 2024 and continues through June 30, 2025, CDBG Subrecipients have made notable progress toward achieving anticipated outcomes.

#### **Affordable Housing Projects**

Housing Corporation of Arlington (HCA) is using grant funds for Capital Improvement projects within their affordable housing portfolio. HCA's program year 50 project locations have been identified and will be moving forward. HCA's projects completed so far this year include stair repairs at 113 Medford Street and foundation and masonry work at 123 Warren Street.

Arlington Housing Authority (AHA) continues their large capital improvement projects at the Hauser Building at Drake Village; at midyear their HVAC Ventilation System Exhaust Fan Project has completed the procurement process and the AHA Board voted to approve the contract. AHA is now waiting for the Executive Office of Housing and Livable Communities (EOHLC) to complete the final approval of the contract.

The Hauser Building Program Year 48 Roof Replacement project was completed in April 2024.

Caritas Communities has narrowed the scope of work down to their 22 Fessenden Road property. Plans include replacing the roof, siding, and insulating the attic and basement. Caritas Communities will hold a competitive bidding process in Q3 and they plan to complete the project by July 31, 2025. Caritas Communities program year 48 improvement project including seven bathroom renovations and the kitchen renovation were completed in June 2024.

#### **Public Service Activities**

Public service programming has provided essential health, recreation, employment training, after-school, and transportation services to 1,225 Arlington residents since July 1, 2024. This represents roughly 70% of the collective goal for public services for Program Year 50. Goals are measured by the number of participants who have benefited from the program. The Boys and Girls Club Scholarship program, Operation Success, and Fidelity House's Menotomy Manor Outreach Program have already exceeded their goals for the year. Arlington EATS and Fidelity House's Jobs program have hit their goals for the year. Council on Aging's Transportation program has achieved 50% of their goal by mid-year.

Arlington Boys and Girls Club Scholarship Program provided financial assistance to 37 households consisting of 51 children/individuals served through CDBG funding. Children were provided a safe place to enjoy a wide range of activities outside of school with children their own age and dedicated staff. Children at Boys and Girls Club take part in activities that focus on leadership, character development, education, health and life skills, and sports, fitness, and recreation. Boys and Girls club exceeded their goal of 48 children/individuals assisted.

Arlington Eats Food Program for Seniors has served 611 individuals who are seniors (defined as age 62+) through Market and Home Delivery programs. Seniors are eligible to be served once a week with either a shopping visit to the Market or a Home Delivery to their home residence. During this time 3,581 visits were provided; 16% were home deliveries and 84% were Market visits. Visits by seniors represented 33% of total guest visits. Of those seniors 315 individuals were supported by CDBG funding, meeting Arlington EATS' annual goal.

Arlington Housing Authority's Operation Success provided academic assistance to fourteen students so far this year, working to increase the students' homework completion and study skills. The program has increased enrollment by contacting the families of eligible students who have not yet taken advantage of the tutoring program. Operation Success has surpassed their goal of twelve student enrollments this year.

Arlington Youth Counseling Center so far this year CDBG funding helped five youth, and three parent/caregivers overcome financial barriers to accessing mental health services at AYCC. Additionally, CDBG funded 10 collateral contacts with family members and outside providers to support the treatment goals of these clients.

COA Transportation program works to reduce isolation and help fill a need for older adults in Arlington by transporting them to necessary medical appointments, errands in town, and to services offered by the COA at Arlington Community Center. So far this year a total of 1,624 van rides were completed. Of the Seniors who benefited from van rides through COA's Transportation Program 386 were assisted by CDBG funding.

COA Volunteer Coordinator has managed 320 seniors who volunteer to assist with COA programming and activities so far this year. The Volunteer Coordinator also manages COA's Transportation Program including the Volunteer Medical Escort drivers who fulfill daily out of town medical ride requests for seniors in Arlington, 121 Medical escort rides have been completed so far in Q1/Q2. (Medial escort rides are not included with the COA van ride totals.)

COA Adult Day Health Scholarships – Scholarships are scheduled for later this year and will be reported with Q3 in March.

Fidelity House Menotomy Manor Outreach works to decrease barriers to participation by providing transportation to 100% Menotomy House residents taking part in Fidelity House programs. So far this year 127 individuals have benefited through CDBG funding, surpassing their goal of 115.

Fidelity House Jobs, Jobs, Jobs program encourages youth from low to moderate income families to apply for Fidelity House childcare positions created to teach translatable skills for their future. Fidelity met their goal of hiring four individuals to participate in this program this year.

Recreation and Community Service – CDBG funded recreation scholarships will be granted later this year and those accomplishments will be reported at that time.

### **Public Facilities and Improvements**

Construction projects have faced delayed timelines and increased costs, which have resulted in setbacks and additional planning. Both the Robbins Library ADA accessible restroom and the Veteran's Memorial Park redesign projects have been continued from Program Year 49 (2023-2024).

Projects in the bidding process:

AHA Hauser Building /Drake Village ADA Paving Project  
Lower Mill Brook Flood Resilience Design Project  
Robbins Library ADA Accessible Restroom Project

Bikeway Tree Planting Design project is in process, a Landscape Architecture firm has been contracted and has begun work.

Veterans' Memorial Park Redesign Project – The CDBG funding that was awarded for Program Year 49 is now needed for ADA improvements construction instead of the ADA design portion of the project. There is no change to total

funding; an updated contract addendum and environmental review will be completed after the proposed change receives CDBG Subcommittee approval.

**ADA Curb Ramp Installation Project** – The goal for Program Year 49 is to install 44 curb ramps and 56 curb ramps for Program Year 50. The work at locations identified by DPW and the Town's ADA Coordinator for improved accessibility are still in progress.

**Town Hall ADA Improvements to Brick Sidewalks** – The brick sidewalk and Town Hall Annex entries have been restored to remove barriers to the built environment and correct conditions that pose accident hazards. Work on this portion of the project was completed in October 2024.

#### **Planning and Administration**

The Department of Planning and Community Development manages a number of the current CDBG-Funded Projects. Program Year 50 funds for long term planning studies are earmarked to support of the Town's Master Plan update process.

**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
MID-YEAR PROGRESS REPORT  
Program Year 50 (2024-2025)**

CDBG Program Activity	Organization/Department	Total Anticipated	Total to Date
<b>REHABILITATION/ HOUSING</b>			
Affordable Housing Portfolio Capital Improvements	Housing Corporation of Arlington	25 Households	4 Households
Improving 22 Fessenden – Replace the Roof, siding, insulate the attic and basement	Caritas Communities	14 Individuals (1 Property)	Project is in bidding process
Hauser Building HVAC Upgrade *	Arlington Housing Authority	212 Individuals (1 Property)	Project ongoing
		<b>246 Individuals</b>	
		<b>Sub-total</b>	<b>25 Households</b>
<b>PUBLIC SERVICES</b>			
Scholarship Program	Arlington Boys and Girls Club	48	51
Operation Success Learning Center	Arlington Housing Authority	12	14
Mental Health Counseling and Support Services	Arlington Youth Counseling Center (AYCC)	20	8
Adult Day Health	Council on Aging	8	Scholarships scheduled for Q3
Transportation Program	Council on Aging	761	386
Volunteer Coordinator	Council on Aging	400	320
Jobs, Jobs, Jobs	Fidelity House	4	4
Menotomy Manor Outreach Program	Fidelity House	115	127
Senior Food Program	Arlington EATS	315	315
Program Scholarships	Recreation Department	60	Scholarships scheduled for Q3-Q4
		<b>Sub-total</b>	<b>1,743 Individuals</b>
<b>ECONOMIC DEVELOPMENT</b>			
<i>The CDBG Five Year Consolidated Plan goals for Economic Development activities have already been exceeded. Therefore, no Economic Development</i>			

<i>projects were planned for PY50.</i>			
<b>PUBLIC FACILITIES AND IMPROVEMENTS</b>			
Hauser Building ADA Improvements Paving Project	Arlington Housing Authority	1 Facility/ 240 Individuals	Project ongoing
Sidewalk ADA Curb Ramp Installations Project	Department of Public Works	56 Curb Ramp Installations	Project ongoing
Town Hall ADA Improvements to Brick Sidewalks	Town Manager's office	1 Facility	Project ongoing
Bikeway Tree Planting	Environmental Planning /DPCD	1 Facility	Project ongoing
Lower Millbrook	Environmental Planning /DPCD	1 Facility	Project ongoing
Robbins Library ADA Accessible Restroom Project*	Robbins Library	1 Facility	Project ongoing
Veterans' Memorial Park Redesign*	Veterans' Services	1 Park	Project ongoing
		<b>Sub-total</b>	<b>1 Park, 5 Facilities, 56 Curb Ramps</b>
<b>PLANNING</b>			
Planners	Planning and Community Development	Exempt	
Planning Studies	Planning and Community Development	Exempt	
<b>ADMINISTRATION</b>			
Grants Administrator (salary + benefits)	Planning and Community Development	Exempt	
General Administration	Planning and Community Development	Exempt	

\* denotes carryover project funded with Program Year 49 (2023-2024) grant funds.



## Town of Arlington, Massachusetts

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### 7:45 p.m. CDBG - Requests for FY2026 Funding

#### **Summary:**

Mary Muszynski, Community Development Block Grant Administrator

#### **ATTACHMENTS:**

Type	File Name	Description
<input type="checkbox"/> Reference Material	PY51_CDBG_Applications_2025-2026.pdf	Reference



## TOWN OF ARLINGTON

DEPARTMENT OF PLANNING and  
COMMUNITY DEVELOPMENT

TOWN HALL, 730 MASSACHUSETTS AVENUE  
ARLINGTON, MASSACHUSETTS 02476  
TELEPHONE 781-316-3090

### **Community Development Block Grant Program Year 51/Fiscal Year 26 Requests for Funds**

#### **Rehabilitation/Housing**

Caritas Communities  
Housing Corporation of Arlington

#### **Public Services**

Arlington Center for the Arts  
Arlington EATS  
Arlington Youth Counseling Center (AYCC)  
Boys and Girls Club  
Council on Aging  
Fidelity House  
Lamplight Literacy  
Operation Success/Arlington Housing Authority  
Recreation and Community Services

#### **Public Facilities and Improvements**

Arlington Housing Authority  
Boys and Girls Club  
Department of Public Works  
Fidelity House  
Food Link

#### **Economic Development**

Economic Development/Planning and Community Development

#### **Planning and Administration**

Planning and Community Development

<b>Program Activity</b>	<b>Organization</b>	<b>Requested Funding</b>
<b>Affordable Housing</b>		
Capital Improvements	Housing Corporation of Arlington	\$200,000
Capital Improvements	Caritas Communities	\$175,000
	<b>Sub-total</b>	<b>\$375,000</b>
<b>Public Services</b>		
Arts Scholarships	Arlington Center for the Arts	\$5,000
Arts Workshops at AHA Locations	Arlington Center for the Arts	\$5,000
Seniors Program	Arlington EATS	\$15,000
Operation Success	Arlington Housing Authority	\$4,000
Mental Health Counseling and Support Services	Arlington Youth Counseling Center (AYCC)	\$20,000
Scholarship Program	Boys and Girls Club	\$20,000
Transportation Program	Council on Aging	\$30,000
Adult Day Health	Council on Aging	\$8,000
Volunteer Coordinator	Council on Aging	\$53,134
Menotomy Manor Outreach	Fidelity House	\$21,000
Jobs, Jobs, Jobs	Fidelity House	\$5,000
English Speakers of Other Languages (ESOL) Program	Lamplight Literacy	\$7,000
Scholarship Program	Recreation & Community Services	\$20,000
(The statutory spending limit for Public Services is 15% of the PY51 grant award and PY50 Program Income. \$150,000)	<b>Sub-total</b>	<b>\$213,134</b>
<b>Public Facilities and Improvements</b>		
Chestnut Manor Walkways and Parking Lot	Arlington Housing Authority	\$243,295
Pool Chair Lift and ADA Accessible Stair System	Boys and Girls Club	\$12,500
ADA Curb Ramp Cuts	Dept. of Public Works	\$113,000
Gym Sprinkler System	Fidelity House	\$150,000
Facilities Improvements (cardboard baler, refrigeration)	Food Link	\$30,000
	<b>Sub-total</b>	<b>\$548,795</b>
<b>Economic Development</b>		
Façade Improvements	Economic Development/DPCD	\$30,000
	<b>Sub-total</b>	<b>\$30,000</b>
<b>Planning and Administration</b>		
Planners	Planning and Community Development	\$57,000
Long Range Planning Studies	Planning and Community Development	\$67,500
Grant Administrator (salary & benefits)	Planning and Community Development	\$86,111
Grant Administration	Planning and Community Development	\$19,389
(The statutory spending limit for Planning and Administration is 20% of the annual grant award. \$200,000)	<b>Sub-total</b>	<b>\$230,000</b>
<b>Requested Funding for 2025-2026</b>	<b>Total</b>	<b>\$1,396,929</b>



# CDBG



FUNDING APPLICATION FOR PROGRAM YEAR 51 (JULY 1, 2025 – JUNE 30, 2026)

**PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.**

## Part I. Agency & Project Summary Information

### A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

**Agency/Organization:** Arlington Center for the Arts, Inc.

**Contact Name:** Tom Formicola      **Title:** Executive Director

**Mailing Address:** 20 Academy Street, Arlington MA 02476

**Email Address:** tom@acarts.org      **Phone:** 781-648-6220

**Universal Entity Identifier (UEI) #:** TKQ8CJHWJ1G7

All entities receiving federal assistance must have a UEI #.

**Registered on SAM.gov?**  Yes  No

All entities receiving federal assistance must be registered on SAM.gov

**Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)**

501(c)3  For-profit authorized under 570.201(o)  Faith-based Organization  Unit of Government  Institution of Higher Education

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

### B. Project Information

**Project Name:** ACA Scholarship Program

**Is this project new to your organization?**

Yes  No

**Anticipated Start Date:** July 1, 2025

**Anticipated End Date:** June 30, 2026

**Amount of Request:** \$5,000

**Project Address(es):** 20 Academy Street, Arlington

### C. Eligibility

**National Objectives:** This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

#### Low/Moderate Income Benefit:

**Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area where at least 38.70% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: \_\_\_\_\_

**Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

**Low/Moderate Housing (LMH):** the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

**Low/Moderate Jobs (LMJ):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

#### Slum/Blight:

**Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

**Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

#### Urgent Need:

**Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

#### Beneficiaries:

**Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.**

All beneficiaries are Arlington residents

% of beneficiaries are Arlington residents \_\_\_\_\_

#### Does your project benefit any of the following demographics?

Abused children

Elderly persons (age 62 and older)

Homeless persons

Severely disabled adults (as defined by Bureau of Census\*)

Persons living with AIDS

Migrant farm workers

Battered spouses

Illiterate adults

Other (please specify): \_\_\_\_\_

#### Nationally Reportable Outputs:

Please indicate the number of outputs expected for one or more categories.

Persons Served: 13

Households Assisted: \_\_\_\_\_

Jobs Created: \_\_\_\_\_

Businesses Assisted: \_\_\_\_\_

## D. Project Summary

**Brief Project Description:** Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Arlington Center for the Arts (ACA) is committed to making its programs accessible to as broad-ranging an audience as possible – particularly people from underrepresented and underserved communities. We offer need-based scholarships to students of all ages. Eligible students may receive 50% or 100% off the price of class or camp tuition. ACA is proud to participate in the Card to Culture Program, a collaboration between Mass Cultural Council, the Department of Transitional Assistance, the Massachusetts Health Connector, and the Women Infants & Children (WIC) Nutrition Program. Electronic Benefits Transfer (EBT), WIC, and Connector Care card holders automatically qualify for scholarships from ACA as funds allow. Alternatively, applicants can submit

**Returning Applicants:** Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

In FY22, ACA distributed \$4,280 through 11 scholarships; in FY23, we distributed \$7,906 through 24 scholarships; and in FY24, we distributed \$13,070 through 30 scholarships. Last year, about 40% (or 12) scholarships went to residents of Arlington. As we intentionally continue to grow the scholarship fund and sharpen our outreach efforts, we find more and more untapped need in our own community and beyond. We recently served a family that emigrated to Arlington from Guatemala and was in search of opportunities for safe self-expression for their two kids. We also provided a scholarship to a local 4th grader from a single-parent household subsisting on disability income; his parent reported that the child enjoyed time with kids who could relate to him that he

**Performance Evaluation Plan:** Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

ACA utilizes several methods to evaluate the progress and results of our scholarship program. We track the amount of funds distributed, the number of scholarships awarded, and the number of students who successfully complete the camp or class. Also, we survey scholarship students to assess information about their process of applying, navigating our virtual and physical spaces, and experiences in class with the content, our instructors, and other students.

**Town of Arlington Goals:** Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan          | <input type="checkbox"/> Fair Housing Action Plan     | <input type="checkbox"/> Net Zero Plan                               |
| <input type="checkbox"/> Housing Plan                                      | <input type="checkbox"/> Open Space & Recreation Plan | <input checked="" type="checkbox"/> Other Arts & Culture Action Plan |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan |   |  |

Please explain which goals and/or strategies the proposed project advances:

## Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Improve the Condition of Existing Housing: Provide decent, affordable housing                               |
| <input type="checkbox"/>            | Increase Economic Development Opportunities: Create economic opportunities                                  |
| <input type="checkbox"/>            | Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments                   |
| <input checked="" type="checkbox"/> | Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments |

## Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- |  |
|--|
| <input checked="" type="checkbox"/> Town wide  |
| <input type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in? |

## Community Availability:

Is the proposed project available from any other providers in the community?

- |  |
|--|
| <input checked="" type="checkbox"/> No, not available from other providers in the community          |
| <input type="checkbox"/> Yes, available from other providers in the community (please explain _____) |

## E. Attachments

The following attachments must accompany this proposal:

- |                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS) |
| <input checked="" type="checkbox"/> | One (1) copy of agency's most recent financial audit                                 |
| <input checked="" type="checkbox"/> | One (1) copy of agency's MA Certificate of Good Standing                             |

The following attachments are optional and may be used to supplement your proposal:

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Letters of Support  |
| <input checked="" type="checkbox"/> | Resumes, brochures, newspaper articles, or other organizational marketing materials |

## Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

### A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Scholarship Fund	5,000	10,000	15,000
<b>TOTAL PROPOSED BUDGET</b>	<b>5000</b>	<b>10,000</b>	<b>15,000</b>

**B. Construction Projects (Housing, Public Facilities)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
<b>TOTAL PROPOSED BUDGET</b>			

**C. Summary of Other Funding:** Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:	<b>DONORS</b>	<b>10,000</b>
Total:		<b>COMMITTED &amp; PENDING</b>

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support. \$2,500 is already pledged from a donor for ACA's Scholarship Fund in 2025-26

**D. Cost-Benefit Analysis:** Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program. Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

$$\text{TOTAL CDBG REQUEST AMOUNT: } \$ \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}} \text{ PER BENEFICIARY}$$

TOTAL NUMBER OF PROPOSED BENEFICIARIES: #13

**E. Funding Availability:** If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

This project is scalable up or down, depending upon the funds available to distribute.

## Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

### A. NEED STATEMENT

Income inequality exists in Arlington, with 5.4% of residents living below the poverty line. Among high school graduates, 5.3% live in poverty, but this jumps to 19.5% for those without a high school diploma. The poverty rate is even more pronounced among disabled residents, where it reaches 15.7%. Furthermore, 63.7% of those living in poverty are renters, compared to just 25.3% of residents with incomes above the poverty threshold. These figures highlight the barriers faced by many in our community, particularly those with limited financial resources. Scholarships play a critical role in ensuring that all individuals, regardless of income, have access to the transformative power of the arts. By funding scholarships, we can break down financial barriers and offer equal opportunities for all Arlington residents to engage in arts programs that might otherwise be out of reach.

### B. GOAL

ACA is dedicated to increasing access to cultural experiences for all who are interested. Our goals include: helping students from low-income households to access arts education opportunities and participate in community arts activities; to help students of all ages and abilities to develop their artistic skills and pursue their creative goals; and to improve mental health and overall well-being.

### C. INPUTS

As a Card to Culture Program participant, ACA receives training, communications, and policy support from Mass Cultural Council. Also, the partnering agencies administering EBT, WIC, and Health Connector cards promote ACA's participation to their participants. ACA's Scholarship program is managed by our Student Services Manager, Michael Mahin, who works in collaboration with our Communications Director, Aneleise Ruggles, to conduct outreach and promote opportunities. Contributions to ACA's Scholarship Fund continue to grow year after year, allowing us to serve more and more underrepresented and underserved students.

### D. ACTIVITIES

Students who receive scholarships from ACA participate in art classes and camp programs led by qualified teaching artists alongside peers who share their interests. All ACA programming is designed to inspire joy, nurture growth, and build community through the arts. Instructors help students to learn new techniques and expand their skill sets in a creative, supportive, and inclusive space that encourages students of all abilities to learn something new or continue honing a talent through continuing practice. Programs include drawing, painting, mixed media, ceramics, fiber arts, and more.

### E. OUTPUTS

A grant of \$5,000 would allow ACA to provide approximately 13 scholarships to students from low-income students living in Arlington.

F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
Participation by scholarship students in community arts programs offers many short-term benefits, including: skill development, social connection, increased confidence, cultural exposure, academic improvement, leadership opportunities, creative expression, social-emotional resilience, and networking opportunities. These benefits contribute to personal growth and a healthy community.	Participation in community arts programs can have a significant and lasting impact on scholarship students as well as their peers in the classroom, promoting an appreciation of different backgrounds, experiences, and viewpoints. Engagement helps students feel more connected to their communities, fostering a sense of belonging and social responsibility. For students with a passion for the arts.



# CDBG

community development block grant program



## FUNDING APPLICATION FOR PROGRAM YEAR 51 (JULY 1, 2025 – JUNE 30, 2026)

**PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.**

### Part I. Agency & Project Summary Information

#### A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

**Agency/Organization:** Arlington Center for the Arts, Inc.

**Contact Name:** Tom Formicola      **Title:** Executive Director

**Mailing Address:** 20 Academy Street, Arlington MA 02476

**Email Address:** tom@acarts.org      **Phone:** 781-648-6220

**Universal Entity Identifier (UEI) #:** TKQ8CJHWJ1G7

All entities receiving federal assistance must have a UEI #.

**Registered on SAM.gov?**  Yes  No

All entities receiving federal assistance must be registered on SAM.gov

**Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)**

501(c)3  For-profit authorized under 570.201(o)  Faith-based Organization  Unit of Government  Institution of Higher Education

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.  
Arlington Housing Authority

#### B. Project Information

**Project Name:** ACA Arts Workshops at AHA Sites      **Is this project new to your organization?**

Yes  No

**Anticipated Start Date:** October 1, 2025      **Anticipated End Date:** May 31, 2026

**Amount of Request:** \$5,000

**Project Address(es):**

Winslow Towers, 4 Winslow Street; Cusack Terrace, 8 Summer Street; and Chestnut Manor, 54 Medford Street

#### C. Eligibility

**National Objectives:** This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

##### Low/Moderate Income Benefit:

**Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area where at least 38.70% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: \_\_\_\_\_

**Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

**Low/Moderate Housing (LMH):** the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

**Low/Moderate Jobs (LMJ):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

##### Slum/Blight:

**Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

**Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

##### Urgent Need:

**Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

#### Beneficiaries:

**Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.**

All beneficiaries are Arlington residents

100 % of beneficiaries are Arlington residents

**Does your project benefit any of the following demographics?**

Abused children

Elderly persons (age 62 and older)

Homeless persons

Severely disabled adults (as defined by Bureau of Census\*)

Persons living with AIDS

Migrant farm workers

Battered spouses

Illiterate adults

Other (please specify): \_\_\_\_\_

**Nationally Reportable Outputs:** Please indicate the number of outputs expected for one or more categories.

Persons Served: 200

Households Assisted: 200

Jobs Created: \_\_\_\_\_

Businesses Assisted: \_\_\_\_\_

## D. Project Summary

**Brief Project Description:** Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Arlington Center for the Arts (ACA), in partnership with Arlington Housing Authority (AHA), will provide 24 free arts workshops for low-income tenants facing mobility issues and health concerns at three public housing residences – Winslow Towers, Cusack Terrace, and Chestnut Manor. From October 2025 through May 2026, programs will be planned, promoted, implemented, and evaluated in cooperation with the Tenants Association at each site.

**Returning Applicants:** Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

In year one, this program served 120 participants in 16 workshops at two residences. In this second year, we anticipate serving 180 participants in 24 workshops at three residences. ACA's successes have all to do with the close working relationships we enjoy with the Tenants Associations and AHA staff as well as our ability to listen to feedback and make programmatic and logistical adjustments to suit the needs and interests of residents. In the year ahead, we plan to continue working at the same three sites to capitalize on momentum built and increase participation.

**Performance Evaluation Plan:** Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

ACA will utilize both qualitative and quantitative methods to evaluate the ongoing success of the project throughout its duration. We will track the number of participants by location and by workshop. We will also track repeat participants. Through surveys and discussion, we will get feedback about the workshop content, instructor performance, and student experience, including accessibility. Participants will be invited to share ideas for future workshops. Regular check-in meetings with Tenants Associations and AHA staff will help us to get a handle of the response to overall programming.

**Town of Arlington Goals:** Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan          | <input type="checkbox"/> Fair Housing Action Plan     | <input type="checkbox"/> Net Zero Plan                               |
| <input type="checkbox"/> Housing Plan                                      | <input type="checkbox"/> Open Space & Recreation Plan | <input checked="" type="checkbox"/> Other Arts & Culture Action Plan |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan |   |  |

Please explain which goals and/or strategies the proposed project advances:

## Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Improve the Condition of Existing Housing: Provide decent, affordable housing                               |
| <input type="checkbox"/>            | Increase Economic Development Opportunities: Create economic opportunities                                  |
| <input checked="" type="checkbox"/> | Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments                   |
| <input checked="" type="checkbox"/> | Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments |

## Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- |   |
|---|
| <input type="checkbox"/> Town wide  |
| <input checked="" type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in? |

AHA Sites: Winslow Towers, 4 Winslow Street; Cusack Terrace, 8 Summer Street; and Chestnut Manor, 54 Medford Street

## Community Availability:

Is the proposed project available from any other providers in the community?

- |  |
|--|
| <input checked="" type="checkbox"/> No, not available from other providers in the community          |
| <input type="checkbox"/> Yes, available from other providers in the community (please explain _____) |

## E. Attachments

The following attachments must accompany this proposal:

- |                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS) |
| <input checked="" type="checkbox"/> | One (1) copy of agency's most recent financial audit                                 |
| <input checked="" type="checkbox"/> | One (1) copy of agency's MA Certificate of Good Standing                             |

The following attachments are optional and may be used to supplement your proposal:

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Letters of Support  |
| <input type="checkbox"/>            | Resumes, brochures, newspaper articles, or other organizational marketing materials |

## Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

### A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Teaching Artists	2500	0	2500
Materials	1500	0	1500
Administration	1000	2071	3071
<b>TOTAL PROPOSED BUDGET</b>	<b>5000</b>	<b>2071</b>	<b>7071</b>

### B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
<b>TOTAL PROPOSED BUDGET</b>			

### C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:	<b>ACA Donations</b>	<b>2071</b>
Total:		<b>Committed</b>

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

### D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project.

Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

$$\text{TOTAL CDBG REQUEST AMOUNT: } \$ \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}} \text{ PER BENEFICIARY}$$

TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 200

### E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

This project is scalable, depending on the resources at our disposal. If capacity is limited, we may choose to work at fewer sites or conduct fewer workshops.

## Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
A recent study conducted by Animating Democracy (a program of Americans for the Arts) emphasizes the importance of encouraging creative thinking and leveraging creative expression through arts partnerships to build healthy and vibrant communities. Such partnerships have the power to advance diversity, equity, inclusion, and access by creating a platform for connectivity and cohesiveness. Unfortunately, there are significant barriers that often prevent participation in the arts, including transportation, personal income, and accessibility as well as individuals not knowing where to start or even feeling uncomfortable trying something new. Tenants of AHA, including seniors and people with disabilities, have not traditionally had access to consistent arts programming. While there may be some programs of interest that take place off-site, and for which residents could arrange transportation, many do not feel comfortable leaving the safety and familiarity of their everyday surroundings.	
B. GOAL	
The lack of access to high-quality arts programming by AHA residents will be addressed through the thoughtful and consistent delivery of meaningful projects at three sites – Winslow Towers, Cusack Terrace, and Chestnut Manor – from October 2025 through May 2026. In all, ACA will offer 24 arts & crafts workshops, led by qualified teaching-artists, and planned, promoted, implemented, and evaluated in cooperation with the Tenants Association at each site. Bringing arts programming to AHA tenants in the places where they live, aligns with the CDBG Consolidated Plan goal to increase access to education and create suitable living environments. Projects will be designed to nurture the creativity and talents of participating tenants in welcoming and safe spaces, fostering a sense of belonging and community pride. 100% of program participants will be from low and moderate income households. All residents of AHA housing are income certified annually. Over the last 18 months, ACA has built rapport and	
C. INPUTS	
Our partnership with AHA, enables ACA to access institutional knowledge and expertise about how to choose content and manage logistics that best support the residents being served. There are community rooms available at each of the AHA sites to which we have access for programming. ACA arms AHA partners with program details and promotional materials to help build interest in the workshops and recruit participants. Delia Tharnish, ACA's Education Director, serves as the point person for AHA. She and Program Manager, Evan Caldwell, work closely with the Tenants Associations to ensure that programming reflects the needs of the residents. Delia and Evan are also responsible for hiring teaching artists to lead the workshops. They provide support for the teaching artists as they develop their lessons and ensure the accessibility of offerings. Pam Shanley, ACA Operations Director, is responsible for sourcing workshop materials in consultation with the teaching artists. Pam also brings decades of	
D. ACTIVITIES	
ACA will host 24 arts & crafts projects at three AHA sites over the course of eight months. These programs will be free and open to all interested tenants. Programs will be created with input from AHA staff and the Tenant Association at each site. Program offerings may include, drawing, painting, collage, fiber arts, and yoga. Programs will last from 1-2 hours, and materials will be provided. ACA, in consultation with AHA, will be responsible for leading the planning, implementation, and evaluation of the individual workshops and overall programming. Regular meetings will be conducted with AHA staff and Tenants Associations to ensure satisfaction with programming so that we may adapt and change course as necessary to best meet the needs of residents.	
E. OUTPUTS	
From October 2025 through May 2026, ACA will provide 24 arts & crafts workshops, serving 200+ residents at three AHA sites.	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
Many AHA residents have had little or no experience with art-making. This program serves as an introduction. ACA provides residents with convenient and accessible workshops in a welcoming and respectful environment: to foster opportunities for them to discover their own creativity; to appreciate the creative expression of others; to create new connections between neighbors; to inspire joy at	Long-term outcomes include encouraging residents at AHA to become more active participants in the larger community. By providing ongoing opportunities for residents to regularly engage in arts activities at home, ACA hopes to inspire them to seek out new experiences at ACA itself, the Arlington Senior Center, and other local venues. ACA will promote scholarship opportunities to AHA



# CDBG



FUNDING APPLICATION FOR PROGRAM YEAR 51 (JULY 1, 2025 – JUNE 30, 2026)

**PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.**

## Part I. Agency & Project Summary Information

### A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

**Agency/Organization:** Arlington EATS, Inc

**Contact Name:** Andi Doane      **Title:** Executive Director

**Mailing Address:** 117 Broadway, Suite A, Arlington, MA 02474

**Email Address:** adoane@arlingtoneats.org      **Phone:** 339-707-6757

**Universal Entity Identifier (UEI) #:** QFF4QJ9HLB78

All entities receiving federal assistance must have a UEI #.

**Registered on SAM.gov?**  Yes  No

All entities receiving federal assistance must be registered on SAM.gov

**Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)**

501(c)3  For-profit authorized under 570.201(o)  Faith-based Organization  Unit of Government  Institution of Higher Education

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.  
NA

### B. Project Information

**Project Name:** Food access for seniors      **Is this project new to your organization?**  Yes  No

**Anticipated Start Date:** On-going      **Anticipated End Date:** on-going

**Amount of Request:** Project Address(es): 117 Broadway

### C. Eligibility

**National Objectives:** This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

#### Low/Moderate Income Benefit:

**Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area where at least 38.70% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: \_\_\_\_\_

**Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

**Low/Moderate Housing (LMH):** the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

**Low/Moderate Jobs (LMJ):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

#### Slum/Blight:

**Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

**Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

#### Urgent Need:

**Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

#### Beneficiaries:

**Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.**

All beneficiaries are Arlington residents

% of beneficiaries are Arlington residents \_\_\_\_\_

#### Does your project benefit any of the following demographics?

Abused children

Elderly persons (age 62 and older)

Homeless persons

Severely disabled adults (as defined by Bureau of Census\*)

Persons living with AIDS

Migrant farm workers

Battered spouses

Illiterate adults

Other (please specify): \_\_\_\_\_

#### Nationally Reportable Outputs:

Please indicate the number of outputs expected for one or more categories.

Persons Served: 725

Households Assisted: 500

Jobs Created: 0

Businesses Assisted: 0

## D. Project Summary

**Brief Project Description:** Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Arlington EATS will contribute to the health and well-being of seniors aged 62 and over, in Arlington, MA by providing healthy and nutritious food at no cost to these individuals. Our organization has a Market where individuals can shop for their own foods, as well as a home delivery program where participants choose what food items they would like delivered to their homes. We work to ensure that no senior in Arlington goes hungry.

**Returning Applicants:** Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

Since the start of FY25 (July 1), EATS has served 611 unique seniors (defined as age 62+) through our Market and Home Delivery programs. Seniors have the opportunity to access food once a week.

Our strengths in providing access to food for seniors include:

Providing a diverse range of foods including fresh produce, tofu, gluten free items and low sodium or low sugar items.

Collaborating with the Council on Aging to provide free van rides to seniors to the Market.

Offering home delivery services for those who have barriers to coming to shop in person and providing food choices with customized orders for each household.

Collaboration with other Town and other local agencies through the Human Services Network, Arlington Housing Authority, and Minuteman Senior Services.

A weakness includes limited transportation capacity. While the Council on Aging provides free rides to seniors to EATS, there is a limit on how many rides they can accommodate due to driver schedules. At this point they have been able to accommodate the seniors requesting rides but if that number increases too quickly some seniors will not be able to get to Arlington EATS. When this happens EATS will evaluate options including expanding home delivery.

Our biggest challenge has been rising food costs and the rising number of food insecure residents that strained our capacity. As a result, we experienced our first financial deficit in FY24. As a result, our staff and board have been working to expand fundraising efforts through grants, foundations, and engaging more individuals through our first ever Turkey Trot in November 2024.

An opportunity for EATS has been in the area of communications. While we have a number of translating devices, as well as some volunteer interpreters, we are not always able to communicate in real time with a guest due to language barriers. In fall 2024, we launched a pilot program by hiring a Mandarin-speaking community liaison who has been engaging Mandarin-speaking seniors during the Market and through focus groups in order to break down communication barriers. This is a work in progress but has been very helpful in educating guests, volunteers, and staff in cultural practices and language misunderstandings. At the end of the pilot, we will have a number of recommendations in order to continue communication efforts with the Mandarin-speaking community.

**Performance Evaluation Plan:** Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

Arlington EATS will measure progress on the number of seniors who utilize our services both at the Market and through the Home Delivery Program. We will also track the pounds of food we provide to seniors. The ability of our programs to reach more individuals who are seniors than we currently do will also be an evaluation method.

Additionally, we evaluate our programs through surveys in order to receive feedback from our guests. Our most recent agency-wide survey was offered in 6 languages in April 2024. We received 403 responses. This survey was focused on improving the food choices and overall experience for EATS guests. Our experience and response rates demonstrate our capacity to evaluate our programs using this method.

In order to ensure language is not a barrier to services or feedback, we use a Vasco translator device, which offers one-to-one translation in 78 languages. This device increases the diversity of feedback we receive from those who utilize our programs.

**Town of Arlington Goals:** Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan          | <input type="checkbox"/> Fair Housing Action Plan     | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan                                      | <input type="checkbox"/> Open Space & Recreation Plan | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan |   |  |

Please explain which goals and/or strategies the proposed project advances:

Town of Arlington Master Plan Article 1. Community and Citizen Service and Article 2: Diversity

## Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Improve the Condition of Existing Housing: Provide decent, affordable housing                               |
| <input type="checkbox"/>            | Increase Economic Development Opportunities: Create economic opportunities                                  |
| <input type="checkbox"/>            | Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments                   |
| <input checked="" type="checkbox"/> | Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments |

## Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- |  |
|--|
| <input checked="" type="checkbox"/> Town wide  |
| <input type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in? |

## Community Availability:

Is the proposed project available from any other providers in the community?

- |  |
|--|
| <input checked="" type="checkbox"/> No, not available from other providers in the community          |
| <input type="checkbox"/> Yes, available from other providers in the community (please explain _____) |

## E. Attachments

The following attachments must accompany this proposal:

- |                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS) |
| <input checked="" type="checkbox"/> | One (1) copy of agency's most recent financial audit                                 |
| <input checked="" type="checkbox"/> | One (1) copy of agency's MA Certificate of Good Standing                             |

The following attachments are optional and may be used to supplement your proposal:

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Letters of Support  |
| <input checked="" type="checkbox"/> | Resumes, brochures, newspaper articles, or other organizational marketing materials |

## Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

### A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Food access for seniors	\$15,000	\$77,000	\$92,000
<b>TOTAL PROPOSED BUDGET</b>	<b>\$15,000</b>	<b>\$77,000</b>	<b>\$92,000</b>

**B. Construction Projects (Housing, Public Facilities)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
<b>TOTAL PROPOSED BUDGET</b>			

**C. Summary of Other Funding:** Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:	See below	\$77,000
Total:		Pending

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

Other funding for this project includes: \$77,000, which will be raise through grants and donations from individuals, businesses, community and faith-based organizations and foundations.

**D. Cost-Benefit Analysis:** Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project.

Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

$$\text{TOTAL CDBG REQUEST AMOUNT: } \$15,000 \quad = \quad \$20.69 \quad \text{PER BENEFICIARY}$$

TOTAL NUMBER OF PROPOSED BENEFICIARIES: #725

**E. Funding Availability:** If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

EATS has been serving this community since 1991 (as the Arlington Food Pantry) and will continue to serve food-insecure Arlington residents as long as the need exists. If the project is funded at a lower level, EATS will seek out alternative funding in order to ensure that no senior goes hungry in Arlington.

## Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

### A. NEED STATEMENT

Arlington EATS is committed to eliminating food insecurity and nurturing a healthier, more inclusive, and resilient Arlington for all. According to data from the Greater Boston Food Bank, the food insecurity rate in Arlington is 20% of the population, or 9,148 residents. In FY24, EATS served 3,020 low-to-moderate income Arlington residents—a 312% increase since the pandemic began in March of 2020. Despite this growth, we are only serving approximately 33% of the total population in need.

Food insecurity inequitably affects certain populations, one of which is senior citizens. In FY24, EATS served 628 seniors (defined as age 62+) through our Market and Home Delivery programs. Arlington senior citizens represent 16.9% of town residents, yet they make up 23% of our client base, demonstrating a greater need than the general public. We are determined to grow our services in order to respond to that need and better serve this population.

As medical and elder care expenses become overwhelming for some, Arlington EATS seeks to make nourishing food on the table a given for all. Because age and medical issues can prevent moderate to low-income seniors from working, the EATS market provides groceries for seniors so that they can maintain independence despite their circumstances. Our programming contributes to financial stability for seniors, as money saved on groceries can be redirected to other essential needs, such as housing and medical expenses. Each visit to the Market, guests received approximately \$175 worth of food.

See attachment for more details.

### B. GOAL

Nourishing communities with access to healthy foods significantly strengthens the economic foundation of a community. Our organization strives to combat poverty by not only ensuring food security but also by empowering individuals through access to employment opportunities, educational resources, reliable transportation, and other vital services in line with the Town of Arlington's long-term vision for growth and development. EATS empowers individuals by improving their overall health and well-being through access to nutritious food. This translates to a healthier community with reduced healthcare costs stemming from diet-related illnesses. The positive impact extends beyond physical health, nurturing mental and emotional well-being, fostering a vibrant community, and even enhancing workplace engagement.

For seniors facing food insecurity, we offer flexible service options, including convenient market access and home delivery, ensuring they receive the nourishment they need without undue burden. Our partnership with the Arlington Council on Aging provides transportation support, enabling seniors to maintain their independence and enjoy the social benefits of visiting our market and connecting with others. Initiatives like our Arlington Farmers' Market and Fresh Buck Programs, where Arlington EATS runs the farmers market and provides vouchers up to \$15 per week to match SNAP dollars, not only provide access to fresh, locally sourced food, but also serve as a vibrant hub for community building, food insecurity stigma reduction, and social interaction.

See attachment for more details.

### C. INPUTS

Arlington EATS, previously known as the Arlington Food Pantry, has been a vital service for the community since 1991. We often describe Arlington EATS as a village. There are many dedicated contributors that make this organization a success; here are a few:

Andi Doane has served as the Executive Director of EATS since 2015. She has overseen significant growth, increasing the organization's annual budget from \$100,000 to over \$1,500,000. A key achievement was spearheading a successful capital campaign and overseeing the construction of a permanent home for EATS, a landmark accomplishment in the organization's 30-year history.

Susan Dorson, EATS Program Director, joined the organization in 2019 and has skillfully navigated the challenges of the pandemic. She plays a crucial role in fostering strong relationships with local organizations to ensure community members have access to vital resources.

Vera Ok, our Market Manager, brings valuable experience from Mill City Grows in Lowell, where she supported immigrant and refugee farmers. Vera holds a Bachelor's degree in Sustainable Agriculture and Environmental Resource Economics.

Johanna Niles, EATS Community Food Access Manager, oversees our home delivery program, as well as Fresh Bucks and the Arlington Farmers' Market. Her previous experience of overseeing a Meals on Wheels and Senior Dining program at Drake Village provides valuable insight into the needs of seniors in Arlington.

See attachment for more details

### D. ACTIVITIES

Key project activities include the purchase and distribution of nutritious food. The Market is currently open specifically for seniors on Mondays from 2-4 pm and for the general public on Mondays 4-7 p.m., Tuesdays 9 a.m.-12:30 p.m., Wednesdays, 9 a.m.-12 p.m., and Saturdays 10 a.m.-12 p.m. In the year ahead, we will continue to assess the needs of seniors and will monitor the need for expanding senior hours.

The Home Delivery Program operates on Thursdays and delivers groceries to individuals who are unable to visit the market for medical reasons. Our aim is to increase food access for those who can not access the Market due to medical challenges or transportation barriers and have reduced the restrictions on applying for home delivery.

Staff play a vital role in overseeing the program's success. Their responsibilities include sourcing and purchasing food, overseeing program strategy and procedures, and effectively recruiting and scheduling volunteers. Our volunteers are also essential to the program's daily operations, contributing their time to staff the market during open hours, process and transport home deliveries, and manage the flow of food stock throughout the week. Each week, Arlington EATS requires 150 volunteers to staff programmatic needs.

See attachment for more details

### E. OUTPUTS

The number of unique individuals projected to utilize EATS programs in FY25 is 3,775, a 25% increase from FY24. Of this, we project that 25% of the individuals served will be senior citizens.

The amount of food that will be distributed in FY25 is projected to be 1,100,000 pounds, a 22% increase from FY204. Each household will receive between 35-50 pounds of food per visit.

The number of Arlington residents participating as volunteers is expected to be 450 in FY25.

The number of seniors Arlington EATS will serve will be 725.

The number of seniors receiving home delivery from Arlington EATS will be 131.

F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<p>Enhanced food access for seniors: Senior citizens in Arlington will have access to nutritious food at no cost through dedicated senior hours at the Market.</p> <p>Increased participation in programs: More seniors, approximately a 15% increase, will benefit from EATS programs and transportation services, leading to improved health and overall well-being.</p> <p>Improved accessibility and inclusivity: Increased market hours will encourage greater senior participation in EATS programs.</p> <p>Empowerment and improved quality of life: Addressing the immediate food needs of community members will empower them to pursue a higher quality of life, free from the constraints of food insecurity.</p>	<p>Our ultimate goal is to empower senior citizens to achieve self-sufficiency, with Arlington EATS serving as a safety net. We believe that by ensuring access to nutritious food, we can significantly transform our community.</p> <p>We aim to shape the overall health landscape, curbing healthcare costs by diminishing diet-related illnesses and providing safe access to food for senior citizens who may already be medically restricted.</p> <p>Financial stability will become fortified as households, liberated from the financial strain of food costs, will channel resources toward vital needs like housing and education. The holistic impact extends to mental health, contributing to emotional well-being and fostering a closely-knit community across ages. Ultimately, providing nutritious food will not only improve individual health and economic stability but also strengthen the social fabric of our community, creating a more resilient and thriving Arlington for all.</p>

Program Year 51 Application-supplemental information  
Project: Food Access for Seniors  
Organization: Arlington EATS

### **Part III. Project Narrative Table**

#### **A, Needs Statement, continued**

Our work is essential in contributing to the overall health of our clients as well as reducing healthcare costs. For example, longtime Arlington resident Patty, a retired nurse, was often limited to processed foods due to her budget. She told us, "I just could not afford to buy the foods that I needed to stay healthy." When she experienced dangerously high blood sugar levels as a result of those processed foods, a social worker referred her to EATS. Once Patty had access to a variety of nourishing options offered by the EATS Market, she reported that her health improved and she was no longer in danger of a diabetes diagnosis. Arlington EATS has a wide variety of items for special diets including low sugar, low salt, and gluten free options. We are committed to providing services to as many individuals like Patty as possible.

Not only are we working to serve the health needs of the senior population, we are also committed to serving their mental and emotional well-being needs. Food-insecure seniors have significant limitations in activities of daily living. We work to take away the burden of purchasing and retrieving nutritious foods for the Arlington senior population while providing residents with community, dignity, and independence. We reserve certain hours specifically for senior citizens at our market, providing a less heavily trafficked shopping experience. We also partner with the Arlington Council on Aging to provide free van rides to and from the market for senior citizens. Our market provides elderly residents with a strong sense of community, essential for a population that often experiences extreme loneliness given the necessary isolation due to risk of illness.

This year, household food insecurity rates have reached their highest level post pandemic. Government programs implemented during the height of the pandemic are now phasing out as daily expenses continue to rise. The everyday work we do at EATS has never been more important. Many senior individuals are immunocompromised and going to the grocery store can still be dangerous due to risk of infection and home delivery services like Amazon and Peapod can be unaffordable. Our home delivery programs and senior specific market hours have become essential for this community in the wake of the pandemic, ensuring that they receive sufficient food in a safe manner. In FY2024, we provided 22,063 market visits and home delivery services to 1089 unique households. Visits by seniors represented 23% of our total guest visits. We remain resolute in our commitment to meeting the growing needs of our senior community.

#### **B. Goals, continued**

By alleviating the financial strain of food expenses, EATS empowers households to allocate resources towards critical needs such as housing, utilities, and medical expenses. Addressing food insecurity is paramount in creating a more equitable and just society. By reducing disparities in access to resources, we foster a stronger and more prosperous community for all. EATS actively collaborates with key partners, including the Arlington Council on Aging, Arlington Housing Authority, and Minuteman Senior Services, to leverage collective strengths and effectively combat food insecurity and empower individuals to thrive.

In essence, EATS provides a cornerstone for a resilient and interconnected community by ensuring access to nutritious food for all seniors.

### **C. Inputs, continued**

Our board of directors reflects the diverse community we serve, with several members having personal experience with food insecurity. This valuable perspective deeply informs our mission and guides our work.

We leverage a diverse network of food sources, including The Great Boston Food Bank, Food Link, Boston Area Gleaners, Spoonfuls, local grocery stores, Holden Produce, and generous community donations, to ensure a consistent supply of nutritious food.

EATS relies heavily on the dedication of its 500+ active volunteers, the majority of whom are Arlington residents. In 2024, our volunteers offered 15,527 hours to our organization. We are fortunate to have many volunteers with unique skill sets who generously share their expertise to our organization.

Having assumed management of the Arlington Farmers Market, EATS ensures that all seniors have access to healthy foods at this community event through our SNAP match program — Fresh Bucks. Many seniors do not use SNAP services, and when asked why they told us, “I don’t think I qualify” and “Language barrier.” Our presence at the farmers market allows for many senior residents to easily connect with SNAP services and a number of other essential food assistance programs like Senior FMNP coupons. We offer all of this information in a number of different languages to make sure that anyone interested can receive these life changing services.

We also provide culturally appropriate foods to meet the needs of Arlington’s diverse community. We make sure that the foods we carry reflect the preferences of our clients so that they can enjoy nourishing meals of their choice at home. This commitment to offering a wide variety of quality food products aligns with our mission of promoting food security while honoring individual preferences and cultural diversity.

EATS stands as the only agency in Arlington that serves individuals regardless of age and income. Amidst a 25% surge in grocery prices since the pandemic, EATS remains steadfast in

its commitment to supporting the community. In fiscal year 2024, we distributed a remarkable 899,959 pounds of food to 3,020 low-to-moderate-income individuals in need.

In November 2022, EATS achieved a significant milestone by relocating both our programs and administrative offices to a new facility at 117 Broadway. This move has enabled us to significantly expand our services. As a result of this growth, we have seen a 57% increase in the average number of families we serve each week. We now offer food distribution on more days and have created a welcoming space for a variety of community agencies to provide essential services to EATS guests. These partners include the Arlington COA, Arlington Youth Counseling Center, Electrify Arlington, the Town of Arlington's DEI Department, the Housing Corporation of Arlington, WIC, Saint Vincent de Paul, MassHealth, and Lamplight Literacy.

#### **D. Activities, Continued**

The building provides a safe, accessible and dignified space for Arlington residents to access food. Guests make an appointment ahead of time and shop for food once a week. The space allows guests to connect with and access other community agencies that provide services beyond food access, such as clothing and other essential items.

EATS prioritizes emergency preparedness and has a proven track record of adapting to unforeseen circumstances. During the COVID-19 pandemic, the organization swiftly transitioned to a no-contact home delivery model, ensuring uninterrupted food access for all clients while prioritizing the safety of staff and volunteers. This demonstrates EATS' commitment to serving the community effectively during challenging times.



**CDBG**  
community development block grant program



### FUNDING APPLICATION FOR PROGRAM YEAR 51 (JULY 1, 2025 – JUNE 30, 2026)

**PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.**

#### Part I. Agency & Project Summary Information

##### A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

**Agency/Organization:** Arlington Housing Authority

**Contact Name:** Jack Nagle      **Title:** Executive Director

**Mailing Address:** 4 Winslow Street, Arlington, MA 02474

**Email Address:** jnagle@arlingtonhousing.org      **Phone:** (781) 646-3400 x160

**Universal Entity Identifier (UEI) #:** D8BTAQ31FGD9      **Registered on SAM.gov?**  Yes  No

All entities receiving federal assistance must have a UEI #. All entities receiving federal assistance must be registered on SAM.gov

**Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)**

<input type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)	<input type="checkbox"/> Faith-based Organization	<input checked="" type="checkbox"/> Unit of Government	<input type="checkbox"/> Institution of Higher Education
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**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

##### B. Project Information

**Project Name:** Parking Lot & Walkway Repaving Project      **Is this project new to your organization?**

Yes  No

**Anticipated Start Date:** September 2025      **Anticipated End Date:** June 2026

**Amount of Request:** \$243,295      **Project Address(es):** 54 Medford Street, Arlington, MA 02474

##### C. Eligibility

**National Objectives:** This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

###### Low/Moderate Income Benefit:

**Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area where at least 38.70% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: 3564

**Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

**Low/Moderate Housing (LMH):** the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

**Low/Moderate Jobs (LMJ):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

###### Slum/Blight:

**Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

**Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

###### Urgent Need:

**Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

##### Beneficiaries:

**Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.**

All beneficiaries are Arlington residents

% of beneficiaries are Arlington residents \_\_\_\_\_

##### Does your project benefit any of the following demographics?

Abused children       Elderly persons (age 62 and older)

Homeless persons

Persons living with AIDS

Battered spouses

Illiterate adults

Other (please specify): \_\_\_\_\_

##### Nationally Reportable Outputs:

Please indicate the number of outputs expected for one or more categories.

Persons Served: 110

Households Assisted: 105

Jobs Created: \_\_\_\_\_

Businesses Assisted: \_\_\_\_\_

## D. Project Summary

**Brief Project Description:** Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

The current parking lot and walkways owned by the Arlington Housing Authority at Chestnut Manor are in critical need of repaving. The Executive Office of Housing and Livable Communities' Capital Planning System indicates that it has been at least nearly 40 years since these parking lots were last paved.

Repaving these parking lots and walkways will not only address health and safety concerns, but also improve ADA accessibility on the Chestnut Terrace side of Chestnut Manor, which is the more utilized than the front of the building where most of the ADA accessible features exist. Making these improvements will be the first step in creating more accessible entrances on the Chestnut Terrace side of Chestnut Manor.

**Returning Applicants:** Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

**Performance Evaluation Plan:** Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

There will be numerous checks and balances within this project. This project will be planned, designed, procured and completed in accordance with all Massachusetts procurement laws, regulation and guidance. In addition to AHA staff oversight, there will be Executive Office of Housing and Livable Communities (EOHLC) staff members with construction, architecture and project management experience overseeing the project. An architecture firm known as a "house doctor," will be assigned to design and oversee the project as well. They will schedule check-ins, meetings and complete punch lists with the contractor at various phases throughout the projects life. Additionally, in accordance with MGL Ch. 149 the contractor will need to have the appropriate certifications. They will also receive a DCAMM contractor evaluation, which could impact their ability to complete future work for state and local agencies.

**Town of Arlington Goals:** Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Town of Arlington Master Plan                     | <input type="checkbox"/> Fair Housing Action Plan     | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan                                      | <input type="checkbox"/> Open Space & Recreation Plan | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan |   |  |

Please explain which goals and/or strategies the proposed project advances:

Master Plan - Art. 4 & 7 / Sustainable Transportation Plan - F.2 / Fair Housing Plan - Strategy E / Net Zero Action Plan - ZEM 2 / Affordable Housing Production Plan - Goal 4

## Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Improve the Condition of Existing Housing: Provide decent, affordable housing                    |  |
| <input type="checkbox"/> Increase Economic Development Opportunities: Create economic opportunities                                  |  |
| <input checked="" type="checkbox"/> Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments        |  |
| <input type="checkbox"/> Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments |  |

## Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- |   |  |
|---|--|
| <input type="checkbox"/> Town wide  |  |
| <input checked="" type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in? |  |

3564

## Community Availability:

Is the proposed project available from any other providers in the community?

- |  |  |
|--|--|
| <input type="checkbox"/> No, not available from other providers in the community                     |  |
| <input type="checkbox"/> Yes, available from other providers in the community (please explain _____) |  |

## E. Attachments

The following attachments must accompany this proposal:

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS) |
| <input checked="" type="checkbox"/> | One (1) copy of agency's most recent financial audit                                 |
| <input type="checkbox"/>            | One (1) copy of agency's MA Certificate of Good Standing                             |

The following attachments are optional and may be used to supplement your proposal:

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Letters of Support  |
| <input type="checkbox"/>            | Resumes, brochures, newspaper articles, or other organizational marketing materials |

## Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

### A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
<b>TOTAL PROPOSED BUDGET</b>			

**B. Construction Projects (Housing, Public Facilities)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction	<b>194,636</b>		
Acquisition			
Appraisals/Studies			
Design	<b>48,659</b>		
Other:			
Other:			
<b>TOTAL PROPOSED BUDGET</b>	<b>243,295</b>		

**C. Summary of Other Funding:** Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

The Arlington Housing Authority does not have any additional pending funding sources, but is planning to submit an application for a grant(s) so that EV Charging stations could be installed as part of this project. Additionally, we plan to submit a grant to upgrade the street and parking lot lighting during this project as well. Neither of these funding sources will impact the AHA's ability to move forward with the core project, which is to repave the parking lots and walkways at Chestnut Manor.

**D. Cost-Benefit Analysis:** Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project.

Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

$$\text{TOTAL CDBG REQUEST AMOUNT: } \$ \underline{\hspace{2cm}} \text{ = } \$ \underline{\hspace{2cm}} \text{ PER BENEFICIARY}$$

TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 110

**E. Funding Availability:** If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

It is possible that we can advocate to EOHLC for additional capital funding to cover special features such as EV charging stations through special funding sources for that purpose. Insufficient funding for repaving project could result in delaying the project another year or so. It could also result in only part of the parking lot or roadway being completed.

## Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

### A. NEED STATEMENT

The current parking lot and walkways owned by the Arlington Housing Authority at Chestnut Manor are in critical need of repaving. The Executive Office of Housing and Livable Communities' Capital Planning System indicates that it has been at least nearly 40 years since these parking lots were last paved.

Repaving these parking lots and walkways will not only address health and safety concerns, but also improve ADA accessibility on the Chestnut Terrace side of Chestnut Manor, which is the more utilized than the front of the building where most of the ADA accessible features exist. Making these improvements will be the first step in creating more accessible entrances on the Chestnut Terrace side of Chestnut Manor. Failure to repave this parking lot and roadway in the near future will result in increased health and safety risks especially during the winter months.

### B. GOAL

The goal of this project is to repave the parking lot and walkways at Chestnut Manor. This repaving job will provide Chestnut Manor residents and Ch. 689-2 residents a safer place to live. It will also make these roadways safer for service providers and visitors as well as walkers, runners or bicyclists from the Arlington community that use these parking lots and walkways. Additionally, these improvements will be completed in accordance with ADA and other requirements, which will better serve our residents and the greater community. Also, the AHA is working to add EV charging stations and will consider other improvements that support sustainability, energy efficiency and decarbonization goals.

### C. INPUTS

There will be numerous checks and balances within this project. This project will be planned, designed, procured and completed in accordance with all Massachusetts procurement laws, regulation and guidance. In addition to AHA staff oversight, there will be Executive Office of Housing and Livable Communities (EOHLC) staff members with construction, architecture and project management experience overseeing the project. An architecture firm known as a "house doctor," will be assigned to design and oversee the project as well. They will schedule check-ins, meetings and complete punch lists with the contractor at various phases throughout the projects life. Additionally, in accordance with MGL Ch. 149 the contractor will need to have the appropriate certifications. They will also receive a DCAMM contractor evaluation, which could impact their ability to complete future work for state and local agencies.

### D. ACTIVITIES

This project will involve repaving the parking lots and AHA owned roadway at Chestnut Manor. The AHA will utilize the expertise, and resources available through its own staff as well as those available through the Executive Office of Housing and Livable Communities, which includes an assigned construction advisor, designer, engineer, and project manager. Additionally, the AHA will work with the Sustainability program at EOHLC to determine the potential surrounding EV charging stations and other related improvements.

### E. OUTPUTS

The repaving of these paved surfaces at Chestnut Manor will result in a safer roadway for residents, pedestrians and drivers. It will increase accessibility and reduce impediments to accessing the building and the new Ch. 689-2 development.

F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
The repaving of these paved surfaces will immediately result in a safer and more accessible environment for residents and the community.	The repaving of these paved surfaces will provide better access for residents, service providers, families and members of the community at Chestnut Manor and the new Ch. 689-2 development.

January 8, 2025

Community Development Block Grant (CDBG) Subcommittee  
c/o Mary Muszynski, Town of Arlington  
730 Massachusetts Ave  
Arlington, MA 02476

Dear Community Development Block Grant (CDBG) Subcommittee:

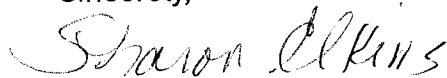
I am writing to express my support for the CDBG funding application submitted by the Arlington Housing Authority for the repaving of the Chestnut Manor parking lot and walkways. This project holds immense significance for the residents of Chestnut Manor, a senior housing complex, where many individuals rely on rollator walkers, quad canes and wheelchairs to aid their mobility.

The current condition of the parking lot, walkways and drive poses safety concerns. The repaving project is crucial in addressing these health and safety issues promptly while also improving building accessibility and encouraging residents to move about the property.

There are many mobility challenged residents who need to get out and walk every day, not only to meet their basic needs, such as food shopping and picking up prescriptions, but also to exercise, socialize, and participate in activities of the community. The repaving project will enhance the safety and quality of life for community members.

Thank you for your consideration of this project.

Sincerely,



Sharon Elkins  
Former President of the Chestnut Manor Tenant Association

# Capital Planning System

Logged in as: Jacknagle

[Logout](#)

Projects

Main Menu	Facilities	Inventory	<b>Projects</b>	Reports	Utilities	Find	Help
LHA <b>ARLINGTON HOUSING AUTHORITY</b> ▾ Development 010-667-02 -- CHESTNUT MANOR ▾ Facility 010-667-02-S01 -- 54 MEDFORD STREET SITE ▾ Unit ALL ▾ (ALL Implied if not selected) Project 010-667-02-S01-10-529 -- Parking lot and walkway repaving ▾							

[Project Information](#) [Project Estimation](#) [Project Management](#) [Project Templates](#)

This Development has one or more Resiliency vulnerabilities. Please consider these as applicable when scoping this project.



## Related Inventory Components

[Remove All Related Components](#)

Facility Number	Class Subclass	Description	Quantity	Unit	Year Installed	Lifespan	Life Adj	Exp Year	Cond. Assess.	Note	Resiliency
010-667-02-S01	Site Paving	Roadway/Parking Lot Paving, Asphalt	11,290	SF	1986	20	13	2019		year is an estimate***Poor condition	
010-667-02-S01	Site Paving	Walkway, Asphalt	2,394	SF	2017	20	0	2037			0 0

## Labor

Craft

Labor Description

Rate

Hours

Cost Type

Subtotal

Select

▼



0 Dwelling

▼

[Add](#)

Labor Total:

## Project Estimation Components (Labor Inclusive)

[Add Related Inventory Components to Estimation Components](#)

Description	Notes	Unit Cost	Unit	Quantity	Cost Type	SubTotal
<a href="#">Delete</a> Roadway/Parking Lot Paving, Asphalt		\$10.94 SF		11,290	Dwelling	\$123,512.60 <a href="#">Edit</a>
<a href="#">Delete</a> Walkway, Asphalt		\$2.63 SF		2,394	Dwelling	\$6,296.22 <a href="#">Edit</a>
<a href="#">Delete</a> Dumpster Location (Enclosure and Pad)		\$6,316.66 EACH		1	Dwelling	\$6,316.66 <a href="#">Edit</a>
<a href="#">Delete</a> Ramp, Concrete w/Railings		\$479.61 LF		50	Dwelling	\$23,980.50 <a href="#">Edit</a>
<a href="#">Delete</a> Dumpster 6 CY		\$750.00 EACH		1	Dwelling	\$750.00 <a href="#">Edit</a>

[Add](#)

Materials Total: \$160,855.98

## Other Cost

Description

Notes

Unit Cost

Unit

Quantity

Cost Type

Subtotal

<input type="text"/>	Dwelling	▼	<a href="#">Add</a>					
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------	---	---------------------

Others Total:

## Totals

[Edit](#)

? General Conditions 10% Amount: \$16,086

? Change Order Contingency 10% Amount: \$17,694

Hard Cost Total: \$194,636

? Soft Cost 25% Total: \$48,659

Total Development Cost: \$243,295



# CDBG



FUNDING APPLICATION FOR PROGRAM YEAR 51 (JULY 1, 2025 – JUNE 30, 2026)

**PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.**

## Part I. Agency & Project Summary Information

### A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

**Agency/Organization:** Arlington Youth Counseling Center

**Contact Name:** Stacy Carruth      **Title:** Executive Director

**Mailing Address:** 670R Massachusetts Ave. Arlington, MA 02476

**Email Address:** scarruth@town.arlington.ma.us      **Phone:** 781.316.3259

**Universal Entity Identifier (UEI) #:** T1LSFL7CKC97

All entities receiving federal assistance must have a UEI #.

**Registered on SAM.gov?**  Yes  No

All entities receiving federal assistance must be registered on SAM.gov

**Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)**

501(c)3     For-profit authorized under 570.201(o)     Faith-based Organization     Unit of Government     Institution of Higher Education

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.  
N/A

### B. Project Information

**Project Name:** Free and reduced fee mental health services for youth and families

**Is this project new to your organization?**

Yes  No

**Anticipated Start Date:** 7/1/25

**Anticipated End Date:** 6/30/26

**Amount of Request:** \$20,000

**Project Address(es):** AYCC; 670R Massachusetts Avenue, Arlington, MA 02476

### C. Eligibility

**National Objectives:** This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

#### Low/Moderate Income Benefit:

**Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area where at least 38.70% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: \_\_\_\_\_

**Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

**Low/Moderate Housing (LMH):** the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

**Low/Moderate Jobs (LMJ):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

#### Slum/Blight:

**Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

**Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

#### Urgent Need:

**Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

#### Beneficiaries:

**Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.**

All beneficiaries are Arlington residents

90 % of beneficiaries are Arlington residents

**Does your project benefit any of the following demographics?**

Abused children

Elderly persons (age 62 and older)

Homeless persons

Severely disabled adults (as defined by Bureau of Census\*)

Persons living with AIDS

Migrant farm workers

Battered spouses

Illiterate adults

Other (please specify): \_\_\_\_\_

**Nationally Reportable Outputs:** Please indicate the number of outputs expected for one or more categories.

Persons Served: 15-25

Households Assisted: \_\_\_\_\_

Jobs Created: \_\_\_\_\_

Businesses Assisted: \_\_\_\_\_

## D. Project Summary

**Brief Project Description:** Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Arlington Youth Counseling Center (AYCC) is a community-based mental health clinic serving Arlington youth (ages 3-21) and their families. AYCC is the leading provider of outpatient and school-based child and adolescent mental health services in Arlington, offering individual, group, and family counseling, psychiatric evaluation, and medication management. AYCC is committed to ensuring that all community youth and families have access to culturally sensitive and high quality care. To this end, AYCC strives to identify and address systemic inequities that create barriers to care, including financial barriers. AYCC is one of the only providers in the area that accepts youth with public health insurance and provides thousands of dollars of free and reduced-fee care to families who are uninsured, under-insured, or who otherwise cannot afford the cost of deductibles and copays. AYCC utilizes CDBG funding to provide free and reduced-fee care to low/moderate income families in need of financial assistance. In addition to youth mental health services, AYCC runs First Step- a support group for victims and survivors of domestic violence.

AYCC seeks \$20,000 in CDBG funding to provide the following services: 1) free and reduced-fee mental health counseling and medication treatment and 2) therapeutic groups and support services for people who have experienced domestic violence.

**Returning Applicants:** Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

In fiscal year 2024, AYCC conducted over 9,800 counseling and psychiatry sessions, and 30 group sessions, to 455 community youth and their caregivers. Roughly 28% of sessions were conducted via telehealth, enabling access to youth and families who were not able to engage in person. AYCC added a part-time bi-lingual (Spanish/English) Black therapist to meet the growing demand for services in Spanish. AYCC conducted more sessions and served more clients than in 2023.

First Step continues to meet weekly, with 6-8 members attending every week.

In the first and second quarter of FY25, AYCC has successfully utilized CDBG funding to offer free and reduced-fee mental health counseling and psychiatry to 8 families (5 youth, 3 adults), providing 126 counseling sessions and 7 psychiatry sessions in total. Without CDBG funds, these families may have declined necessary mental health services due to financial barriers.

**Performance Evaluation Plan:** Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

AYCC will utilize its electronic health records (EHR) and billing system to document and track the need for, and distribution of grant funding among AYCC clients throughout the year. Financial barriers among prospective clients will be identified and documented at intake, and reassessed throughout treatment by the Billing Manager and AYCC clinicians. AYCC will also conduct biannual client satisfaction surveys and clinical review of treatment goals and objectives to assess satisfaction with and efficacy of treatment.

**Town of Arlington Goals:** Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan          | <input type="checkbox"/> Fair Housing Action Plan     | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan                                      | <input type="checkbox"/> Open Space & Recreation Plan | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan |   |  |

Please explain which goals and/or strategies the proposed project advances:

## Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Improve the Condition of Existing Housing: Provide decent, affordable housing                               |
| <input type="checkbox"/>            | Increase Economic Development Opportunities: Create economic opportunities                                  |
| <input type="checkbox"/>            | Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments                   |
| <input checked="" type="checkbox"/> | Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments |

## Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- |  |
|--|
| <input checked="" type="checkbox"/> Town wide  |
| <input type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in? |

## Community Availability:

Is the proposed project available from any other providers in the community?

- |  |
|--|
| <input checked="" type="checkbox"/> No, not available from other providers in the community          |
| <input type="checkbox"/> Yes, available from other providers in the community (please explain _____) |

## E. Attachments

The following attachments must accompany this proposal:

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS) |
| <input type="checkbox"/> | One (1) copy of agency's most recent financial audit                                 |
| <input type="checkbox"/> | One (1) copy of agency's MA Certificate of Good Standing                             |

The following attachments are optional and may be used to supplement your proposal:

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Letters of Support  |
| <input type="checkbox"/> | Resumes, brochures, newspaper articles, or other organizational marketing materials |

## Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

### A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
personnel	\$20,000	\$1,305,500	\$1,325,500
office supplies		\$4000	\$4000
EHR + Zoom		\$44,000	\$44,000
other		\$6,500	\$6,500
<b>TOTAL PROPOSED BUDGET</b>	<b>\$20,000</b>	<b>\$1,360,000</b>	<b>\$1,380,000</b>

**B. Construction Projects (Housing, Public Facilities)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
<b>TOTAL PROPOSED BUDGET</b>			

**C. Summary of Other Funding:** Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State: Department of Education	\$137,500	pending
Local: Town subsidy, school contract	\$120,000/\$40,000	pending
Private: Cummings Foundation/Insurance Client Co-payments	\$50,000/1,030,000	pending
Total:	<b>1,377,500</b>	

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

Department of Education: pending

Town Subsidy/school contract: pending, town committee, superintendent approval

Cummings Foundation: Committed grant installment for 10 years

Insurance & Client Payments: anticipated revenue for FY26

**D. Cost-Benefit Analysis:** Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project.

Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

$$\text{TOTAL CDBG REQUEST AMOUNT: } \$20,000 \quad = \quad \$800-1000 \text{ PER BENEFICIARY}$$

TOTAL NUMBER OF PROPOSED BENEFICIARIES: #20-25

**E. Funding Availability:** If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Yes, the Arlington Youth Counseling Center will continue to make high quality mental health services accessible and affordable to all youth and families in the community, regardless of their ability to pay. Historically, CDBG has been a critical and reliable source of funding to support this goal. Should this year's project be funded at a lower amount through CDBG, AYCC would seek out other sources of funding to ensure that no family would be denied services due to financial constraints.

## Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

### A. NEED STATEMENT

One in every five children, ages 3-17, suffers from a mental health disorder in a given year. Suicide is the leading cause of death for children ages 10-14. Left untreated, mental health disorders can have debilitating effects, causing significant functional impairments at home, in school, and socially with peers. Early detection and effective mental health interventions can help to minimize these effects, increase stability, and restore wellbeing in the lives of young people and their families. In Arlington, demand for youth mental health services continues to increase, as more children and teens expressed feelings of anxiety and depression.

Over the past fiscal year, 202 children/teens/adult caregivers have sought mental health services at AYCC. There are still over 200 people waiting to be seen at AYCC. Fortunately, because of AYCC's free and reduced-fee services (supported by CDBG), Arlington youth and families who are uninsured or under-insured do not face additional financial barriers to accessing care at AYCC.

### B. GOAL

It is AYCC's overarching goal to provide equitable access to mental health services by offering funding support to clients when gaps in coverage, or other financial constraints exist.

### C. INPUTS

AYCC's Executive Director and Billing Manager will be responsible for overseeing the financial assistance application process for clients, and will manage the allocation of CDBG funding to eligible families.

AYCC's intake coordinator will assess for financial need among prospective clients, and will invite prospective clients to complete grant funding applications, as indicated.

AYCC clinicians will provide mental health counseling and medication treatment to AYCC clients. Clinicians will also assess and refer clients for financial assistance, as needed, throughout the course of treatment.

### D. ACTIVITIES

The Executive Director and Billing Manager will update CDBG eligibility criteria in grant documents, and distribute grant applications to families with identified financial need. The intake coordinator will also assess for financial need and distribute grant applications to prospective clients.

The Executive Director and Billing Manager will review applications and supporting documentation to determine eligibility for CDBG assistance.

The Billing Manager will credit CDBG funding to approved client accounts for outstanding session co-payments, insurance deductibles, or other client balances.

AYCC clinicians and psychiatrist will provide mental health counseling, psychiatric evaluation, and medication treatment to youth and families of all income levels, regardless of ability to pay.

### E. OUTPUTS

Income-eligible youth and families who are approved for (CDBG) financial assistance will receive mental health services through AYCC, at no cost to them.

F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
Youth and families from low/moderate income-earning households will receive mental health services to address their presenting mental health concerns.	Improved social, emotional, and behavioral functioning among youth- at home, in school, and in the community, as a result of therapeutic counseling and medication treatment.  Improved health and wellbeing among Arlington families.



# CDBG

community development block grant program

FUNDING APPLICATION FOR PROGRAM YEAR 51 (JULY 1, 2025 – JUNE 30, 2026)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

## Part I. Agency & Project Summary Information

### A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: **Arlington Boys & Girls Club**

Contact Name: **Derek Curran** Title: **Executive Director**

Mailing Address: **60 Pond Lane**

Email Address: **dcurran@abgclub.org** Phone: **781-648-1617**

Universal Entity Identifier (UEI) #: **KUQ3FW7NUQL**

All entities receiving federal assistance must have a UEI #.

Registered on SAM.gov?  Yes  No

All entities receiving federal assistance must be registered on SAM.gov

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

501(c)3  For-profit authorized under 570.201(o)  Faith-based Organization  Unit of Government  Institution of Higher Education

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

### B. Project Information

Project Name: Enhance swimming pool accessibility at the Arlington Boys & Girls Club

Is this project new to your organization?

Yes  No

Anticipated Start Date: **July 1st 2025**

Anticipated End Date:

Amount of Request: **12,500**

Project Address(es): ADA Pool Chair Lift & ADA Accessible Stair System

### C. Eligibility

**National Objectives:** This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

#### Low/Moderate Income Benefit:

**Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area where at least 38.70% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: \_\_\_\_\_

**Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

**Low/Moderate Housing (LMH):** the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

**Low/Moderate Jobs (LMJ):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

#### Slum/Blight:

**Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

**Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

#### Urgent Need:

**Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

#### Beneficiaries:

**Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.**

All beneficiaries are Arlington residents

75 % of beneficiaries are Arlington residents

**Does your project benefit any of the following demographics?**

Abused children

Elderly persons (age 62 and older)

Homeless persons

Severely disabled adults (as defined by Bureau of Census\*)

Persons living with AIDS

Migrant farm workers

Battered spouses

Illiterate adults

Other (please specify): \_\_\_\_\_

**Nationally Reportable Outputs:** Please indicate the number of outputs expected for one or more categories.

Persons Served: **1500**

Households Assisted: \_\_\_\_\_

Jobs Created: \_\_\_\_\_

Businesses Assisted: \_\_\_\_\_

## D. Project Summary

**Brief Project Description:** Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

The Arlington Boys & Girls Club (Club) is seeking funds to replace our ADA pool chair lift and ADA accessible pool stairs as result of all the use over the years. A new ADA pool chair lift and ADA pool stairs would allow our members with mobility challenges, including seniors and those with disabilities, to continue to safely and independently enjoy the pool. This not only aligns with our commitment to inclusivity but also opens up the facility to a broader community, potentially increasing membership and usage. With CDBG funding, we can improve pool access by installing a high-quality, durable chair lift and new Pool entry stairs that provide safety and equal access to all. It's an investment in both the community and in future growth of Club members.

**Returning Applicants:** Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

N/A

**Performance Evaluation Plan:** Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

Conduct surveys or interviews with members who have used the pool chair lift and accessible pool stairs. Include questions such ease of use, safety, comfort, and accessibility. Goal would be to have more than 80% of those satisfied with functionality and usability of the pool lift and accessible stairs.

**Town of Arlington Goals:** Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan          | <input type="checkbox"/> Fair Housing Action Plan     | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan                                      | <input type="checkbox"/> Open Space & Recreation Plan | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan |   |  |

Please explain which goals and/or strategies the proposed project advances:

## Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Improve the Condition of Existing Housing: Provide decent, affordable housing                               |
| <input type="checkbox"/>            | Increase Economic Development Opportunities: Create economic opportunities                                  |
| <input type="checkbox"/>            | Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments                   |
| <input checked="" type="checkbox"/> | Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments |

## Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- |  |
|--|
| <input checked="" type="checkbox"/> Town wide  |
| <input type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in? |

## Community Availability:

Is the proposed project available from any other providers in the community?

- |  |
|--|
| <input checked="" type="checkbox"/> No, not available from other providers in the community          |
| <input type="checkbox"/> Yes, available from other providers in the community (please explain _____) |

## E. Attachments

The following attachments must accompany this proposal:

- |                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS) |
| <input checked="" type="checkbox"/> | One (1) copy of agency's most recent financial audit                                 |
| <input checked="" type="checkbox"/> | One (1) copy of agency's MA Certificate of Good Standing                             |

The following attachments are optional and may be used to supplement your proposal:

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Letters of Support  |
| <input type="checkbox"/> | Resumes, brochures, newspaper articles, or other organizational marketing materials |

## Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

### A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
ADA Pool Chair Lift	\$5500		\$5,500
ADA Accessible Pool Stairs	\$5000		\$5,000
Installation	\$2,000		\$2000
<b>TOTAL PROPOSED BUDGET</b>	<b>\$12,500</b>		<b>\$12,500</b>

**B. Construction Projects (Housing, Public Facilities)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
<b>TOTAL PROPOSED BUDGET</b>			

**C. Summary of Other Funding:** Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

**D. Cost-Benefit Analysis:** Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.  
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 1500 = \$ 10 PER BENEFICIARY  
TOTAL NUMBER OF PROPOSED BENEFICIARIES: #

**E. Funding Availability:** If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

## Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

### A. NEED STATEMENT

A new ADA pool chair lift and new ADA accessible pool stairs will ensure that all swimmers, regardless of mobility, will continue to fully enjoy our pool safely and with ease and independence. The pool chair lift will provide safe and comfortable access to the pool for individuals with limited mobility, allowing them to enter and exit the water without assistance. Additionally, new accessible stairs will continue to offer a safe and user-friendly entry into the pool which will help individuals with various mobility needs feel more comfortable entering the pool. Swimmers of all ages and abilities will benefit from the accessible stairs.

### B. GOAL

To ensure the pool is completely accessible and swimmers of all ages have the opportunity to use the pool at the Arlington Boys and Girls Club no matter what disability or mobility challenges they may have.

### C. INPUTS

The Club dedicates staff, time, and equipment to ensure that all individuals have access to our swimming pool. Training is provided to staff on how to use the pool equipment.

### D. ACTIVITIES

The Arlington Boys & Girls Club pool is in operation six days a week for fifty weeks annually, serving swimmers of all ages young and old. Hundreds of swim lessons are taught each year for children and adults. Weekly adult aquacize are held which are very popular with our senior citizens. We have a nine-month adult Special Needs swim program with 20 participants, a one hundred and twenty-five member swim team, and numerous youth groups including schools, boy scouts and community groups that use the pool each year.

### E. OUTPUTS

Our Aquatics Director and Operations Director are responsible for teaching staff how to use the pool lifts, accessible pool stairs, and ladders in the pool area. An estimated 1500 swimmers will use this new equipment annually while taking part in a variety of swim activities, and with that comes the responsibility of ensuring that all swimmers are able to enter and exit our pool safely.

### F1. SHORT-TERM OUTCOMES

Children and Adults with special needs will be able to enter the pool safely and comfortably.  
Adults and children with physical disabilities will be able to enter the pool safely and comfortably.

### F2. LONG-TERM OUTCOMES

Our goal is to increase the number of children and adults that will participate in swim activities by installing updated accessible pool lift and accessible pool stairs.



# CDBG



FUNDING APPLICATION FOR PROGRAM YEAR 51 (JULY 1, 2025 – JUNE 30, 2026)

**PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.**

## Part I. Agency & Project Summary Information

### A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

**Agency/Organization:** Arlington Boys & Girls Club

**Contact Name:** Derek Curran      **Title:** Executive Director

**Mailing Address:** 60 Pond Lane

**Email Address:** dcurran@abgclub.org      **Phone:** 781-648-1617

**Universal Entity Identifier (UEI) #:** KUQ3FW7NUQL

All entities receiving federal assistance must have a UEI #.

**Registered on SAM.gov?**  Yes  No

All entities receiving federal assistance must be registered on SAM.gov

**Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)**

501(c)3  For-profit authorized under 570.201(o)  Faith-based Organization  Unit of Government  Institution of Higher Education

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

### B. Project Information

**Project Name:** Scholarship Program      **Is this project new to your organization?**  Yes  No

**Anticipated Start Date:** 7/1/2025      **Anticipated End Date:** 6/30/2026

**Amount of Request:** \$20,000      **Project Address(es):** 60 Pond Lane

### C. Eligibility

**National Objectives:** This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

#### Low/Moderate Income Benefit:

**Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area where at least 38.70% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: \_\_\_\_\_

**Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

**Low/Moderate Housing (LMH):** the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

**Low/Moderate Jobs (LMJ):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

#### Slum/Blight:

**Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

**Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

#### Urgent Need:

**Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

#### Beneficiaries:

**Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.**

All beneficiaries are Arlington residents  
 75 % of beneficiaries are Arlington residents

#### Does your project benefit any of the following demographics?

Abused children  Elderly persons (age 62 and older)  Battered spouses  
 Homeless persons  Severely disabled adults (as defined by Bureau of Census\*)  Illiterate adults  
 Persons living with AIDS  Migrant farm workers  Other (please specify): \_\_\_\_\_

#### Nationally Reportable Outputs:

Please indicate the number of outputs expected for one or more categories.

Persons Served: 60

Households Assisted: 35

Jobs Created: 0

Businesses Assisted: 0

## D. Project Summary

**Brief Project Description:** Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

The proposed funding will allow the Club to continue serving families who need financial assistance for child care and other programs. Each year becomes increasingly difficult for families to provide care for their children while they are at work. The requested funding will allow the Club to continue to provide top quality child care programs to children and families who need a helping hand. The Club prides itself on having programs that help enhance the lives of children and help shape their future. The Club offers a broad range of programs in the following five core National Boys & Girls Club program areas; Character and Leadership Development, Education and Career Development, Health and Life Skills, the Arts, and Sports, Fitness, and Recreation. All programs are designed to work towards positive outcomes for youth and reinforce necessary life skills. When children are at the Club, parents know that their children are in a safe place receiving positive direction from a caring and dedicated staff.

**Returning Applicants:** Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

We were able to use all of our funds to support many families that needed financial support. We take great pride in not turning away families due to financial constraints. By supporting those who need us most, children are getting valuable time participating in activities that enrich their lives.

**Performance Evaluation Plan:** Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

There will be a designated staff member assigned to admin the Scholarship program. This person will be responsible for collecting the necessary information from families seeking financial assistance and will ensure that all income criteria is met. This person will also be responsible for ensuring that the children/families receiving CDBG funds are having a positive experience here at the Arlington Boys & Girls Club.

**Town of Arlington Goals:** Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan          | <input type="checkbox"/> Fair Housing Action Plan     | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan                                      | <input type="checkbox"/> Open Space & Recreation Plan | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan |   |  |

Please explain which goals and/or strategies the proposed project advances:

## Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Improve the Condition of Existing Housing: Provide decent, affordable housing                               |
| <input type="checkbox"/>            | Increase Economic Development Opportunities: Create economic opportunities                                  |
| <input type="checkbox"/>            | Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments                   |
| <input checked="" type="checkbox"/> | Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments |

## Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- |  |
|--|
| <input checked="" type="checkbox"/> Town wide  |
| <input type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in? |

## Community Availability:

Is the proposed project available from any other providers in the community?

- |  |
|--|
| <input checked="" type="checkbox"/> No, not available from other providers in the community          |
| <input type="checkbox"/> Yes, available from other providers in the community (please explain _____) |

## E. Attachments

The following attachments must accompany this proposal:

- |                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS) |
| <input checked="" type="checkbox"/> | One (1) copy of agency's most recent financial audit                                 |
| <input checked="" type="checkbox"/> | One (1) copy of agency's MA Certificate of Good Standing                             |

The following attachments are optional and may be used to supplement your proposal:

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Letters of Support  |
| <input type="checkbox"/> | Resumes, brochures, newspaper articles, or other organizational marketing materials |

## Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

### A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Scholarships for families	\$20,000		\$20,000
<b>TOTAL PROPOSED BUDGET</b>	<b>\$20,000</b>		<b>\$20,000</b>

**B. Construction Projects (Housing, Public Facilities)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
<b>TOTAL PROPOSED BUDGET</b>			

**C. Summary of Other Funding:** Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:	<b>Club Supporters</b>	<b>\$5,000</b>
Total:	<b>\$5,000</b>	<b>\$5,000</b>

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

**D. Cost-Benefit Analysis:** Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.  
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 60 = \$ 333 PER BENEFICIARY  
TOTAL NUMBER OF PROPOSED BENEFICIARIES: #

**E. Funding Availability:** If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

## Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

### A. NEED STATEMENT

In Arlington many households consist of single parent families or families in which both parents work. As a result children often times may be at home unsupervised during out of school time. This puts children at risk for sedentary screen time, poor food choices, and high-risk social behavior. Being able to provide quality programs for children who may otherwise be at home truly exemplifies what our mission is which is to enable all children, especially those who need us most, to realize their full potential as caring and responsible citizens.

### B. GOAL

The Club aims to provide a safe place for children where they can have fun and enjoy a positive experience surrounded by their friends and a caring staff. While at the Club children can take part in a wide range of activities that focus on leadership, character development, education, health and life skills, sports, fitness, and recreation.

### C. INPUTS

The Club will have a designated staff member assigned to administer the Scholarship Program. This person will be responsible for collecting the necessary information from families seeking financial assistance as well as ensuring that all income criteria is met. All records will be kept in a secure location at the Arlington Boys & Girls Club. Scholarships are granted on a first come first serve basis. Scholarship recipients use funds immediately for programs, usually during summer months. The Club will reach target population by working with other youth agencies, schools, Arlington Youth Consultation Center, and Department of Children and Families. Other avenues that Club will take to reach target population will include Facebook, Arlington Patch, and the Arlington Advocate. Flyer's regarding Club programming will also be placed in and around Arlington. 100% of the allotted CDBG funds will go directly to our scholarship eligible families. The Club will take on all administrative costs associated with CDBG funds.

### D. ACTIVITIES

Affordable childcare would be the major activity to be conducted with the use of CDBG scholarship funds. These funds are primarily used during the summer, with the exception being the last two years due to the pandemic. As a result of the pandemic, CDBG funds have been used for summer programs, as well as during the school year with our ABC Preschool Program, Afterschool Program, and other activities here at the Club. We fully anticipate using the funds, should we receive them this year, for our Summer programs. We are expecting our enrollment to be at or near full capacity, which in turn will result in a far greater need for financial assistance for many families who need care throughout the day during the summer months. Our summer programs are offered for children ages 3 to 17. They are:  
Creative Explorer program for children ages 2.9 to 5. This is a half day program.  
Kids Zone program for children ages 5 to 9. This is a full day program.  
Boating Exploration for children ages 8 to 12. This is a half day program offered in the morning and afternoon.  
Club Kids Program. This is a drop-in program for children ages 6 to 17. This program is offered 9:00am to 4:45pm for members who want to "drop-in" and participate in Club activities such as the games room, gym, pool etc...

### E. OUTPUTS

We anticipate providing financial assistance to 60 children from approximately thirty to thirty-five families.

F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
Parents and children learn that the Club is a safe place for their child. Childrens self-help skills are developed and enhanced through daily participation in Club activities. Children learn how to cooperate with each other in a group setting. Children are introduced to Club programs and activities.	Children and parents have a positive experience participating in activities at the Arlington Boys & Girls Club and return for more Club programming.



# CDBG



FUNDING APPLICATION FOR PROGRAM YEAR 51 (JULY 1, 2025 – JUNE 30, 2026)

**PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.**

## Part I. Agency & Project Summary Information

### A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

**Agency/Organization:** Caritas Holdings, Inc.

**Contact Name:** Ryan McLaughlin      **Title:** Project Manager

**Mailing Address:** 25 Braintree Hill Office Park

**Email Address:** rmclaughlin@caritascommunities.org      **Phone:** 617-874-0611

**Universal Entity Identifier (UEI) #:** T69GU8U4MF28

All entities receiving federal assistance must have a UEI #.

**Registered on SAM.gov?**  Yes  No

All entities receiving federal assistance must be registered on SAM.gov

**Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)**

501(c)3  For-profit authorized under 570.201(o)  Faith-based Organization  Unit of Government  Institution of Higher Education

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

### B. Project Information

**Project Name:** Caritas - Improving Arlington Affordable Housing      **Is this project new to your organization?**

Yes  No

**Anticipated Start Date:** 1/31/2026      **Anticipated End Date:** 5/31/2026

**Amount of Request:** \$175,000      **Project Address(es):** 22 Fessenden Road & 12 Russell Terrace

### C. Eligibility

**National Objectives:** This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

#### Low/Moderate Income Benefit:

**Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area where at least 38.70% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: \_\_\_\_\_

**Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

**Low/Moderate Housing (LMH):** the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

**Low/Moderate Jobs (LMJ):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

#### Slum/Blight:

**Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

**Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

#### Urgent Need:

**Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

### Beneficiaries:

**Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.**

All beneficiaries are Arlington residents

% of beneficiaries are Arlington residents \_\_\_\_\_

#### Does your project benefit any of the following demographics?

Abused children

Elderly persons (age 62 and older)

Battered spouses

Homeless persons

Severely disabled adults (as defined by Bureau of Census\*)

Illiterate adults

Persons living with AIDS

Migrant farm workers

Other (please specify): \_\_\_\_\_

### Nationally Reportable Outputs:

Please indicate the number of outputs expected for one or more categories.

Persons Served: 35

Households Assisted: 35

Jobs Created: 0

Businesses Assisted: 0

## D. Project Summary

**Brief Project Description:** Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Caritas Communities is requesting funds to improve the safety, accessibility, functionality, and longevity of our affordable housing residences in Arlington at 22 Fessenden Road and 12 Russell Terrace. These properties are home to 35 low-income individuals. At 22 Fessenden Road, we plan to replace all windows in the building, as they are aging and drafty. At 12 Russell Terrace, we plan to replace the run-down carpet in common areas with industrial-grade carpet on the first floor and vinyl plank elsewhere; we also plan to patch and paint all the walls in the hallways of the entire residence. This project will continue to demonstrate to our residents that their health and safety is paramount and will enable Caritas to practice our mission by restoring dignity to our Arlington home. This project will enable our residents to experience homes are properly cared for, and will extend the use of our assets for another several decades.

**Returning Applicants:** Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

We have been awarded \$100,000 to replace the roof, fascia, and gutters, as well as insulate parts of the building at 22 Fessenden Rd. We plan to put the project out to bid on the State's website in January 2025 and finish the work by July 31, 2025.

### Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

Capital renovations are evaluated by adherence to schedule and budget, as well as regular inspections to ensure that the project meets our quality standards. Due to the condition and age of the residences, our Director of Facilities and Project Manager estimate that the work, in its entirety, will take approximately five months (two months for exterior work, one month for interior work, and two months for any administrative processes, unforeseen delays, historical approvals, etc.). Any unanticipated disruptions to this schedule will be managed appropriately.

Caritas also gathers feedback from the residents as to their enjoyment of the living space once the project is completed. Feedback from residents comes through individual interactions with Resident Service Coordinators and Property Managers who report on morale within the houses, in resident satisfaction surveys, and in exit surveys for residents leaving our properties. We also regularly respond to maintenance requests and track resident retention rates to measure satisfaction with the condition of our housing. We believe that the quality of the living environment is critical to the success of the program.

Overall, we expect that this project will enable Caritas to better care for the health and well-being of the residents in Arlington. We have received overwhelmingly positive feedback from our residents regarding past CDBG projects, so we expect the same for this year's submission. If outputs and outcomes are not achieved as planned due to problems with personnel or structural complications, our professional staff will troubleshoot to come up with the most appropriate solutions to bring the project to a successful conclusion.

### Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Town of Arlington Master Plan                     | <input type="checkbox"/> Fair Housing Action Plan     | <input type="checkbox"/> Net Zero Plan |
| <input checked="" type="checkbox"/> Housing Plan                           | <input type="checkbox"/> Open Space & Recreation Plan | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan |   |  |

Please explain which goals and/or strategies the proposed project advances:

### Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- Improve the Condition of Existing Housing: Provide decent, affordable housing
- Increase Economic Development Opportunities: Create economic opportunities
- Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
- Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

### Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- Town wide
- Specific Area – Which block group(s)/census tract(s) is/are the project located in?

census tract 3566.02

### Community Availability:

Is the proposed project available from any other providers in the community?

- No, not available from other providers in the community
- Yes, available from other providers in the community (please explain \_\_\_\_\_)

## E. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- Letters of Support
- Resumes, brochures, newspaper articles, or other organizational marketing materials

## Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

### A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
<b>TOTAL PROPOSED BUDGET</b>			

**B. Construction Projects (Housing, Public Facilities)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction	\$175,000		\$175,000
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other: Caritas Staff Salaries		\$31,634.00	
<b>TOTAL PROPOSED BUDGET</b>	<b>\$175,000</b>	<b>\$31,634.00</b>	<b>\$206,634</b>

**C. Summary of Other Funding:** Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private: Caritas Communities, Inc.	\$31,634.00	\$31,634.00
<b>Total:</b>	<b>\$31,634.00</b>	<b>\$31,634.00</b>

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

**D. Cost-Benefit Analysis:** Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.  
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

$$\text{TOTAL CDBG REQUEST AMOUNT: } \$ \underline{175,000} = \$ \underline{5,000} \text{ PER BENEFICIARY}$$

TOTAL NUMBER OF PROPOSED BENEFICIARIES: #35

**E. Funding Availability:** If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

If Caritas does not receive enough funding to complete the full scope of the project, we can scale back our project to improve what we do have funds for, and reapply next year for funding to complete the remaining improvements at either/both properties. The priority of improvements for these properties are: (1) 22 Fessenden Rd - \$100,000 ; (2) 12 Russell Terrace - \$75,000.

## Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

### A. NEED STATEMENT

The project to improve Caritas affordable housing at 22 Fessenden Road and 12 Russell Terrace will address a priority need in the Arlington 5-Year Consolidated Plan by improving the condition of existing affordable housing in the Town. The aged lodging houses located at these properties have been in dire need of repairs for years now. CDBG funding has had an enormous impact on improving these houses, and we are just a few capital expenditures away from having impeccable living conditions by lodging house standards.

The renovations are sorely needed to provide residents the dignity of clean, well-functioning and well-maintained housing. This project will eliminate current health, accessibility and safety issues, make the property more functional and environmentally efficient, and extend the use of the house for another several decades.

### B. GOAL

This project will improve safety, accessibility, and dignity for our residents. It will have a lasting impact on the durability and functionality of the buildings, and enable our buildings to remain in good condition for all current and future low-income residents of Arlington.

### C. INPUTS

The project would be overseen by Tom Nee, Senior Operations Director (and Arlington Resident) and Ryan McLaughlin, Project Manager at Caritas Communities. The town of Arlington has a long-standing relationship with Caritas Communities and regularly refers individuals with housing needs to us. During the project, the Project Manager will oversee and coordinate execution while choice of construction materials and quality of the provided work will be procured by Caritas Director of Facilities, Gil Kalensinksas. In addition, the Project Manager will coordinate with the Property Manager, On-Site Manager, and Resident Services Coordinators to notify tenants and receive their feedback on any concerns they have regarding the work.

The Caritas Communities staff is highly experienced in managing renovation projects on time and on budget. We have performed countless renovations across our portfolio of 34 buildings. A recent HUD REAC inspection of 12 of our homes earned a score of 91b, which is an exceptionally high rating, demonstrating our commitment to quality living standards.

### D. ACTIVITIES

The project at 12 Russell Terrace will make the hallways much safer, healthier, and more aesthetic. The current carpet in all corridors has eroded from enduring high traffic for over two decades, and there are potential trip hazards present for our elderly and disabled residents. The current carpet also contains a smoke and urine stench and is years beyond its useful life. Installation of thick, commercial-grade carpet on the first floor and stairs will provide a durable walking surface free from trip hazards. On the second and third floors, vinyl plank flooring will also provide much-needed durability as well as a surface that is much easier to maintain/clean.

At 22 Fessenden Road, we plan to replace all windows at the property. These windows are aging and often drafty, which results in increased utility usage in both the summer and winter months. The drafty windows are also potential health risks to some of our elderly and health-compromised residents at the property. Given the historic nature of the lodging house, we will replace these windows in-kind with virtually no aesthetic effect but great environmental and safety impacts.

Improvements at both properties will help maintain the buildings as well as the health, dignity and security of our residents for many years to come.

### E. OUTPUTS

Our affordable housing properties in Arlington (at 12 Russell Terrace and 22 Fessenden Rd) will be made safer, more functional, more accessible, and more dignified for all 35 low-income, mostly formerly homeless residents -- including the elderly and disabled individuals. These improvements will show that the community cares about the dignity and well-being of the people who live there. Furthermore, Caritas Communities, as Manager of the properties, can ensure that each property will be properly maintained to extend the life of the building for many decades to come.

F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<p>Two Arlington affordable housing property will be made safer, more accessible, more improved, and more dignified.</p> <p>New hallway florng and paint.</p> <p>New windows.</p> <p>Improved living conditions for 35 LMI, formerly homeless, elderly and disabled residents of Arlington, MA.</p>	<p>Improved longevity for an affordable housing property in Arlington.</p> <p>Decreased utilities expense, giving Caritas a chance to spend more on programming and/or other maintenance items.</p> <p>Improved living conditions for 35 LMI, formerly homeless, elderly and disabled residents of Arlington.</p> <p>Improved living conditions for current and future Caritas residents.</p> <p>Enhanced self-esteem and housing security for 35 LMI, formerly homeless, elderly and disabled residents of Arlington.</p>



# CDBG



FUNDING APPLICATION FOR PROGRAM YEAR 51 (JULY 1, 2025 – JUNE 30, 2026)

**PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.**

## Part I. Agency & Project Summary Information

### A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

**Agency/Organization:** Council on Aging, Town of Arlington

**Contact Name:** Kristine Shah **Title:** Executive Director

**Mailing Address:** 27 Maple Street, Arlington, MA 02476

**Email Address:** kshah@town.arlington.ma.us **Phone:** 781-316-3401

**Universal Entity Identifier (UEI) #:** TILSFL7CKC97

All entities receiving federal assistance must have a UEI #.

**Registered on SAM.gov?**  Yes  No

All entities receiving federal assistance must be registered on SAM.gov

**Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)**

501(c)3  For-profit authorized under 570.201(o)  Faith-based Organization  Unit of Government  Institution of Higher Education

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.  
Cooperative Elder Services, Inc.

### B. Project Information

**Project Name:** Adult Day Health Program Scholarships

**Is this project new to your organization?**

Yes  No

**Anticipated Start Date:** July 1, 2025

**Anticipated End Date:** June 30, 2026

**Amount of Request:** \$8,000

**Project Address(es):** 37 Broadway Arlington, MA 02474

### C. Eligibility

**National Objectives:** This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

#### Low/Moderate Income Benefit:

**Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area where at least 38.70% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: \_\_\_\_\_

**Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

**Low/Moderate Housing (LMH):** the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

**Low/Moderate Jobs (LMJ):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

#### Slum/Blight:

**Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

**Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

#### Urgent Need:

**Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

#### Beneficiaries:

**Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.**

All beneficiaries are Arlington residents

% of beneficiaries are Arlington residents \_\_\_\_\_

#### Does your project benefit any of the following demographics?

Abused children

Elderly persons (age 62 and older)

Homeless persons

Severely disabled adults (as defined by Bureau of Census\*)

Persons living with AIDS

Migrant farm workers

Battered spouses

Illiterate adults

Other (please specify): \_\_\_\_\_

#### Nationally Reportable Outputs:

Please indicate the number of outputs expected for one or more categories.

Persons Served: 8

Households Assisted: 8

Jobs Created: \_\_\_\_\_

Businesses Assisted: 1

## D. Project Summary

**Brief Project Description:** Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

The Council on Aging provides a robust menu of programs and services to Arlington Residents age 60+. When residents have high medical needs, extensive memory impairments, or require one-on-one level of care, an Adult Day Health program is an appropriate, effective and important next step for the resident and their families/caregivers to consider. Adult day health programs provide respite for caregivers, many who have no other options for rest or time to tend to their own personal needs. The Arlington COA makes referrals to Cooperative Elder Services, Inc (CESI). when there are residents in need of Adult Day Health Program. All adult day health programs have out of pocket costs and for many, the cost is not affordable. This CDBG Grant allows for 8 Arlington Residents to receive a \$1,000 scholarship (equivalent to 12 days of programming) of Adult Day Health Programming at CESI. The recipients of these scholarships are able to benefit from the quality programs and social interactions that CESI provides, and their caregivers are able to benefit from the crucial break that they need. Many of these residents and caregivers continue to participate in COA programs and services, especially our Caregiver Support Groups.

**Returning Applicants:** Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

Over the years, this grant has provided financial relief to the cost of Adult Day Health tuition at CESI for Arlington families. Administering these scholarships provides assistance to families that need them, without providing much strain on COA staff or resources. A strength of working with CESI is that they are right in town, well established and have all of the resources they need to run their programs, including their own transportation program for residents, if needed. We have had a long standing relationship with CESI and when either they or we learn of a resident who is in need of their program, we discuss this scholarship with the family and if they meet the low-moderate income requirement, a COA social worker meets with them and then we work with CESI to administer the scholarship. These scholarships are a long standing program that is self sustaining when the funds from this grant are there to support them. The only challenge of this program has been staff turnover at CESI, and needing to meet multiple individuals who assume new positions to educate them on the details of the program and history of this program.

**Performance Evaluation Plan:** Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

We are in communication with CESI staff regularly, but at the end of each quarter, we discuss the strengths and weaknesses of the program and areas for improvement before submitting our CDBG Quarterly report. We evaluate program success based on feedback from the residents who receive the scholarships (through discussions with COA Social Workers and periodic evaluations). We also evaluate results of the overall project based on the amount of grant funds used each year (historically, we have spent all funds by the end of the 3rd quarter).

**Town of Arlington Goals:** Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Town of Arlington Master Plan                     | <input type="checkbox"/> Fair Housing Action Plan     | <input type="checkbox"/> Net Zero Plan   |
| <input type="checkbox"/> Housing Plan                                      | <input type="checkbox"/> Open Space & Recreation Plan | <input checked="" type="checkbox"/> Other Age & Dementia Friendly Action Plans |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan |   |  |

Please explain which goals and/or strategies the proposed project advances:

## Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Improve the Condition of Existing Housing: Provide decent, affordable housing                               |
| <input type="checkbox"/>            | Increase Economic Development Opportunities: Create economic opportunities                                  |
| <input type="checkbox"/>            | Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments                   |
| <input checked="" type="checkbox"/> | Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments |

## Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- Town wide  
 Specific Area – Which block group(s)/census tract(s) is/are the project located in?

## Community Availability:

Is the proposed project available from any other providers in the community?

- No, not available from other providers in the community  
 Yes, available from other providers in the community (please explain \_\_\_\_\_)

## E. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)  
 One (1) copy of agency's most recent financial audit  
 One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- Letters of Support  
 Resumes, brochures, newspaper articles, or other organizational marketing materials

## Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

### A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
	\$8,000		\$8,000
<b>TOTAL PROPOSED BUDGET</b>	<b>\$8,000</b>		<b>\$8,000</b>

**B. Construction Projects (Housing, Public Facilities)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
<b>TOTAL PROPOSED BUDGET</b>			

**C. Summary of Other Funding:** Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

**D. Cost-Benefit Analysis:** Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

$$\text{TOTAL CDBG REQUEST AMOUNT: } \$ \underline{\hspace{2cm}} \text{ = } \$ \underline{\hspace{2cm}} \text{ PER BENEFICIARY}$$

TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 8

**E. Funding Availability:** If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

If the project is funded at a lower amount, less residents will be able to receive scholarships for Adult Day Health services. We have determined that \$1,000 scholarships are effective and provide a benefit to the resident and their family/caregivers that is worthwhile (designed so that the resident can attend for one day, at least once per month). \$1,000 provides a benefit of 12 days of programming through CESI. When financial constraints are not an issue, many attend adult day health programs multiple times per week. For residents who have financial hardships and low incomes, this scholarship proves access to a quality service that they could not otherwise afford.

## Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

### A. NEED STATEMENT

There are currently at least 11,035 residents age 60+ in Arlington (2020 US Census). Almost 70% of caregivers in Arlington experience the financial impact of having to provide quality care for a family member. Many of these caregivers are supporting family members with dementia and other memory impairment issues, which are of growing concern not only in Arlington but across the country. In many instances, caregivers are forced to leave employment, resulting in significant financial loss to care for a family member. Connecting older adults and their families/caregivers to Adult Day Health programs is important because they are services that we are not able to provide through the Council on Aging due to the high needs of the individuals who need them. These programs are crucial to family/caregivers and often provide the only respite and continued social engagement for the older adult in need of the program. However, they come with a financial cost and many can not afford additional expenses on top of their already high costs of living and low incomes.

### B. GOAL

To provide access to a quality Adult Day Health program for residents who could not otherwise financially afford it. Attending this program will decrease social isolation, provide respite for caregivers and improve quality of life for the aging population of Arlington who receive the scholarships.

### C. INPUTS

Continue to have COA Social Workers and Community Advocates aware of CESI and the scholarships available so appropriate referrals can be made. Identify community members who would benefit from adult day health programming through COA programs, community partnerships, social work services, activities in the community.

### D. ACTIVITIES

Educate COA Board Members and Volunteers about the difference between COA programs/services and Adult Day Health programs. Organize tours of the CESI facility for community stakeholders so they are aware of the services CESI provides. Educate all COA staff, provide regular updates about CESI programs, and discuss guidelines in trainings for flags to watch for in our community when a referral to an adult day health program might be necessary.

### E. OUTPUTS

Provide more community education so that all age residents are aware and knowledgeable about what adult day health programs are. Use current relationships with ACMi, articles in YourArlington.com, articles in Arlington 60+ News and community volunteers to educate the community as a whole.

F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
Provide 8, \$1,000 scholarships for low-income Arlington residents to use toward CESI programming in FY26.	Arlington families will be more aware of the benefits of adult day health programs and view CESI as a resource when they need it. They will know to contact the COA to make this referral and be able to access the most up to date resources and assistance that they could benefit from.



# CDBG

community development block grant program



FUNDING APPLICATION FOR PROGRAM YEAR 51 (JULY 1, 2025 – JUNE 30, 2026)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

## Part I. Agency & Project Summary Information

### A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

**Agency/Organization:** Council on Aging, Town of Arlington

Contact Name: Kristine Shah	Title: Executive Director
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**Mailing Address:** 27 Maple Street Arlington, MA 02476

Email Address: kshah@town.arlington.ma.us	Phone: 781-316-3401
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**Universal Entity Identifier (UEI) #:** TILSFL7CKC97

All entities receiving federal assistance must have a UEI #.

Registered on SAM.gov?  Yes  No

All entities receiving federal assistance must be registered on SAM.gov

### Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

<input type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)	<input type="checkbox"/> Faith-based Organization	<input checked="" type="checkbox"/> Unit of Government	<input type="checkbox"/> Institution of Higher Education
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**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

### B. Project Information

Project Name: COA Transportation Program	Is this project new to your organization?
--	---

Yes  No

Anticipated Start Date: July 1, 2025	Anticipated End Date: June 30, 2026
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Amount of Request: \$30,000	Project Address(es): 27 Maple Street Arlington, MA 02476
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### C. Eligibility

**National Objectives:** This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.

#### Low/Moderate Income Benefit:

**Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area where at least 38.70% of the residents make a low- or moderate-income. Please refer to the map located at <https://geemap.fieic.gov/FIECGeoMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract:

**Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

**Low/Moderate Housing (LMH):** the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

**Low/Moderate Jobs (LMI):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

#### Slum/Blight:

**Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

**Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

#### Urgent Need:

**Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

### Beneficiaries:

**Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.**

All beneficiaries are Arlington residents  
 \_\_\_\_\_ % of beneficiaries are Arlington residents

#### Does your project benefit any of the following demographics?

<input type="checkbox"/> Abused children	<input checked="" type="checkbox"/> Elderly persons (age 62 and older)	<input type="checkbox"/> Battered spouses
<input checked="" type="checkbox"/> Homeless persons	<input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)	<input type="checkbox"/> Illiterate adults
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers	<input type="checkbox"/> Other (please specify): _____

#### Nationally Reportable Outputs:

Please indicate the number of outputs expected for one or more categories.

Persons Served: 820 Households Assisted: 780 Jobs Created: \_\_\_\_\_ Businesses Assisted: 12

#### D. Project Summary

**Brief Project Description:** Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

The COA Transportation Program is a regional leader and has been acknowledged as one of the most extensive and cohesive, providing services to 820 low/moderate-income individuals age 60+ in Arlington, over the last year alone. The need for transportation continues to be a key factor that impacts the ability of residents to age in place and directly impacts social isolation, access to healthcare and aging independence. COA transportation provided 18,936 rides in FY24 to 820 individuals. The COA continues to stretch the Transportation program as far as we can with very limited resources and has grown the program significantly over the past 5 years due to increasing demand. It is crucial to know that we are the transportation provider for Arlington EATS (providing rides to 37 unique individuals to EATS per month; 3,384 rides to EATS annually). It is also important to know that COA Transportation provides rides to Arlington Housing Authority residents more than any other addresses in town, with over 30% of all rides going to or from AHA buildings. Other monthly highlights of COA transportation include: 557 rides/month to the Community Center, 176 rides/month to Market Basket for lower cost groceries, 96 rides/month to cancer related medical appointments, and 66 rides/month to non-cancer medical appointments. In addition, COA transportation provides access for low-income residents to get to the Arlington library, Town Hall, ESL classes, Post Office, grocery stores, personal care appointments and pharmacies.

**Returning Applicants:** Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

In each and every community survey, transportation is identified as a key factor that impacts equity, access to healthcare, mental health and employment. Due to the high percentage of older adults living in Arlington specifically, and the aging "boomer" generation, we have seen a tremendous increase in transportation requests from low-moderate income residents age 60+ over the past 5 years. Our program strength is clearly illustrated in the numbers of rides we have provided in the past year alone (see above project description). We are versatile and fit ride requests in with the vehicle that makes the most sense for both the COA and rider (either the COA Van, a volunteer driver, Uber, or other service). We had an opportunity to apply for a MassDOT grant this year and were awarded a Community Transportation Grant to fund a fully-electric passenger van, the first in the region being used for a Council on Aging, which will be arriving in Summer 2025. When Arlington Belmont Taxi closed suddenly this year, the COA pivoted quickly and assisted all older adult riders who had been relying on taxi service to use COA vans or educate them on ride sharing services like Uber. We continue to seek as many grants as possible to support our Transportation Program, however, due to the high cost of transportation partnerships, these funds are quickly expended and are all hugely necessary. We continue to research and utilize new technology, collaborate with already established programs and search for new ways to keep costs as low as possible. This \$30,000 CDBG Grant is imperative in the COA being able to continue running a transportation program.

**Performance Evaluation Plan:** Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

We have a well established database (My Senior Center) which tracks all ride requests, ride schedules and rider details. This tool allows for us to constantly evaluate areas of need and report accurate numbers and outcomes to grant funders. We also receive annual rider feedback through transportation surveys which is hugely helpful. Our Van Drivers and Volunteer Drivers are also key individuals who provide important feedback on our program. Our Van Drivers are all trained by MassDOT and are often the first eyes on older adult residents who are having serious issues, including medical situations, quality of life suffering, lack of nutrition. Both COA Van Drivers and Volunteer Drivers are in communication with COA staff when they have concerns and we are able to meet with and help an older adult resident who is struggling, who may have not been identified otherwise.

**Town of Arlington Goals:** Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Town of Arlington Master Plan                                | <input type="checkbox"/> Fair Housing Action Plan     | <input type="checkbox"/> Net Zero Plan   |
| <input type="checkbox"/> Housing Plan   | <input type="checkbox"/> Open Space & Recreation Plan | <input checked="" type="checkbox"/> Other Age and Dementia Friendly Action Plans |
| <input checked="" type="checkbox"/> Connect Arlington Sustainable Transportation Plan |   |  |

Please explain which goals and/or strategies the proposed project advances:

#### Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- |   |
|---|
| <input type="checkbox"/> Improve the Condition of Existing Housing: Provide decent, affordable housing  |
| <input type="checkbox"/> Increase Economic Development Opportunities: Create economic opportunities   |
| <input type="checkbox"/> Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments                              |
| <input checked="" type="checkbox"/> Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments |

#### Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- |  |
|--|
| <input checked="" type="checkbox"/> Town wide  |
| <input type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in? |
- 

#### Community Availability:

Is the proposed project available from any other providers in the community?

- |  |
|--|
| <input checked="" type="checkbox"/> No, not available from other providers in the community          |
| <input type="checkbox"/> Yes, available from other providers in the community (please explain _____) |

#### E. Attachments

The following attachments must accompany this proposal:

- |   |
|---|
| <input type="checkbox"/> 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS) |
| <input type="checkbox"/> One (1) copy of agency's most recent financial audit                                 |
| <input type="checkbox"/> One (1) copy of agency's MA Certificate of Good Standing                             |

The following attachments are optional and may be used to supplement your proposal:

- |   |
|---|
| <input checked="" type="checkbox"/> Letters of Support  |
| <input checked="" type="checkbox"/> Resumes, brochures, newspaper articles, or other organizational marketing materials |

## Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

### A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A CDBG Funds Requested	B Other Funding	A+B Total Proposed Budget
CDBG Grant	\$30,000		\$30,000
Symmes Transportation Grant		\$15,000	\$15,000
Sanborn Grant (Cancer related rides)		\$48,000	\$48,000
Rider Fees and other small grants		\$18,200	\$18,200
Town General Fund Transfer		\$50,000	\$50,000
<b>TOTAL PROPOSED BUDGET</b>	<b>\$30,000</b>	<b>\$131,200</b>	<b>\$161,000</b>

### B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A CDBG Funds Requested	B Other Funding	A+B Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
<b>TOTAL PROPOSED BUDGET</b>			

### C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:	Symmes Memorial Fund, Sanborn Foundation \$15,000, \$48,000	Pending
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

In addition to the two larger local grants above, we also seek annual financial support to partially cover the costs for some riders including: Arlington EATS (\$2,000), Minuteman Senior Services (\$4,000). Also, the Town of Arlington has committed \$50,000 from the General Fund for FY26 (as they have since FY19).

### D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project.

Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

$$\text{TOTAL CDBG REQUEST AMOUNT: } \$30,000 = \$ \underline{\hspace{2cm}} \text{ PER BENEFICIARY}$$

TOTAL NUMBER OF PROPOSED BENEFICIARIES: #820

### E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Our CDBG Transportation Grant has decreased through the years since FY18, from \$36,000 to \$30,000. Any further decreases in this grant would significantly impact the ability for the COA to run our Transportation Program, despite the growing need.

### Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
Across the board, Arlington community surveys, including the most recent Community Health Needs Assessment (2024), residents identified transportation as a key issue. Consistently, in surveys related to Older Adults, transportation is a leading issue that impacts isolation, mental health, quality of life and independence. The numbers speak for themselves: COA Transportation provided over 18,000 rides last year alone to 820 low/moderate-income residents. Over 2,000 were medical rides. 30%+ of the total riders were Arlington Housing Authority residents and over 3,000 of the rides went to/from Arlington EATS. An example copy of one of our recent daily transportation schedules is attached for a glimpse in to the complexity and breath of the rides we provide through the COA, to riders who have no other options.	
B. GOAL	
The COA will continue to run a transportation program that will meet the growing needs of older adults as they age in Arlington. We will continue to be flexible and adapt as needed to reflect needs of the population we serve. As use of technology increases among our constituents, we will adapt our ride reservation systems, as transportation options phase out (ex: taxi companies), we will pivot to educating on more modern options. As parking continues to be a difficulty across town, we will offer our COA Vans as options for residents to access our programs and services without relying on a personal vehicle and/or searching for a parking spot.	
C. INPUTS	
The COA will continue to search for and advocate for financial support of our transportation program so that it can adequately expand to meet the growing need. We will continue to prioritize under-served, low/moderate-income residents who do not have other transportation options. Continue to recruit and train as many volunteer drivers as possible.	
D. ACTIVITIES	
Continue promoting COA Transportation in as many outlets across Arlington possible, including through community partners and directly to residents through media outlets, volunteer outreach, and community events. Continue to meet with local transportation based organizations/attend transportation focused trainings and groups with community partners to improve our current transportation programs and seek assistance on how to meet this exponentially growing demand.	
E. OUTPUTS	
Continue/expand upon the current COA Transportation Options (2 fully accessible, COA passenger vans on the road 5 days/week, team of volunteer medical drivers trained and available to assist, older adults educated on how to use Uber/ride share options, Arlington older adults have Senior Charlie Cards for MBTA discounts and if they qualify, have access to the MBTA "The Ride."). COA evolves to embrace new technology that relieves manual transportation staff work, including ride scheduling and rider information.	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
The COA is able to meet the transportation needs of low/moderate-income older adults, under served communities, and not have to reduce transportation offerings during a time that demand is increasing.	Arlington older adults, especially those who are low/moderate-income, are able to access programs and services that they need, without transportation barriers. COA Transportation is able to grow and meet the ever growing needs of the older adult community, especially those who are low/moderate-income.

\* Sample for CDRG Application  
(Identifying info removed)

Driver: Bill & Mike

Tuesday, January 14, 2025

Starting Miles: \_\_\_\_\_

Ending Miles: \_\_\_\_\_

Gas: \_\_\_\_\_

Van #

	P/UTime	Senior	Pickup Address (numbers removed for privacy)	Dest Address	Phone	SubCategory	Notes
1	B		Lakehill Ave	COA		Chair Yoga 9:30	Free
2	B		Mass Ave	COA		Chair Yoga 9:30	Free
3	M		Mass ave	Market Basket		Market Basket	\$3
4	M		Mass Ave	Market Basket		Market Basket	\$3
5	M		54 Medford St	Market Basket		Market Basket	\$3
6	M		OLD COLONY LN	Market Basket		Market Basket	\$3
7	B		4 Winslow St	COA		Chair Yoga 9:30	Free
8	B		4 Winslow St	COA		Chair Yoga 9:30	Free
9	B		4 Winslow St	<b>Robbins Memorial Library 700 Mass Ave</b>		In town	\$3 One way
10	B		BOW ST	COA		Chair Yoga 9:30	Free
11	M		54 Medford St	Market Basket		Mkt Bkt	\$3
12	M		54 Medford St	Market Basket		Mkt Bkt	\$3
13	M		54 Medford St	Market Basket		Mkt Bkt	\$3
14	M		54 Medford St	Market Basket		Mkt Bkt	\$3
15	B		Mass Ave	COA		Chair Yoga 10:30 am	Free
16	B		1 Symmes Rd	COA		Bridge 10	Free Return w/ Mike
17	B		1 Symmes Rd	COA		Bridge 10	Free Return w/ Mike
18	B		1 Symmes Rd	COA		Bridge 10	Free Return w/ Mike
19	B		1 Symmes Rd	COA		Bridge 10	Free Return w/ Mike
20	M		Market Basket	382 Mass ave		Mkt Bkt	\$3
21	M		Market Basket	438 Mass Ave		Market Basket	\$3
22	M		Market Basket	OLD COLONY LN		Market Basket	\$3
23	M		Market Basket	54 Medford St		Market Basket	\$3
24	B		PROSPECT AVE	COA		Chair Yoga 10:30 am	Free
25	B		DUNDEE RD	COA		Chair Yoga 10:30 am	Free
26	B		WESTMINSTER AVE	COA		Chair Yoga 10:30 am	Free
27	B		Washington St	COA		Chair Yoga 10:30 am	Free

\* Sample for CDBG Application  
(Identifying info removed)

Driver: Bill & Mike

Tuesday, January 14, 2025

Starting Miles:

Ending Miles:

Gas:

Van #

	P/UTime	Senior	Pickup Address (numbers removed for privacy)	Dest Address	Phone	SubCategory	Notes
28	B	10:10 AM		CUTTER HILL RD	COA		Chair Yoga 10:30 am Free
29	B	10:15 AM		Summer St	COA		Chair Yoga 10:30 am Free
30	B	10:20 AM		FRANKLIN ST	COA		Chair Yoga 10:30 am Free
31	B	10:30 AM		COA	4 Winslow St		Chair Yoga 9:30 Free
32	B	10:30 AM		COA	4 Winslow St		Chair Yoga 9:30 Free
33	M	10:30 AM		milton St	Market Basket	Mkt Bkt	\$3
34	M	10:30 AM		CROSBY ST	Market Basket	Mkt Bkt	\$3
35	M	10:30 AM		30 Mill st	Market Basket	Mkt Bkt	\$3
36	M	10:30 AM		Mass Ave	Market Basket	Mkt Bkt	\$3
37	M	10:45 AM		Market Basket	54 Medford St	Mkt Bkt	\$3
38	M	10:45 AM		Market Basket	54 Medford St	Mkt Bkt	\$3
39	M	10:45 AM		Market Basket	54 Medford St	Mkt Bkt	\$3
40	M	10:45 AM		Market Basket	54 Medford St	Mkt Bkt	\$3
41	B	11:00 AM		389 Mass Ave	( 54 Medford) 117 Broadway Arl Eats	Arlington Eats	Free
42	B	11:05 AM		54 Medford St	117 Broadway Arl Eats	Arlington Eats	Free
43	B	11:05 AM		54 Medford St	117 Broadway Arl Eats	Arlington Eats	Free
44	B	11:05 AM		54 Medford St	117 Broadway Arl Eats	Arlington Eats	Free
45	B	11:05 AM		54 Medford St	117 Broadway Arl Eats	Arlington Eats	Free
46	B	11:30 AM		117 Broadway Arl Eats	54 medford st	Arlington Eats	Free
47	B	11:30 AM		117 Broadway Arl Eats	54 medford st	Arlington Eats	Free
48	B	11:30 AM		117 Broadway Arl Eats	54 medford st	Arlington Eats	Free
49	B	11:30 AM		117 Broadway Arl Eats	54 medford st	Arlington Eats	Free
50	B	11:30 AM		117 Broadway Arl Eats	389 Mass Ave	Arlington Eats	Free
51	M	11:45 AM		Market Basket	milton St	Mkt Bkt	\$3
52	M	11:45 AM		Market Basket	Mass Ave	Mkt Bkt	\$3
53	M	11:45 AM		Market Basket	30 Mill st	Mkt Bkt	\$3
54	M	11:45 AM		Market Basket	CROSBY ST	Mkt Bkt	\$3

\* Sample for CDBG Application  
(Identifying info removed)

Driver: Bill & Mike

Van #

Tuesday, January 14, 2025

Starting Miles:

Ending Miles:

Gas:

P/U Time	Senior	Pickup Address (numbers removed for privacy)	Dest Address	Phone	SubCategory	Notes
55 B 11:45 AM		COA	Mass Ave		Chair Yoga 10:30 am	Free
56 B 11:45 AM		COA	Washington St		Chair Yoga 10:30 am	Free
57 B 11:45 AM		COA	CUTTER HILL RD		Chair Yoga 10:30 am	Free
58 B 11:45 AM		COA	WESTMINSTER AVE		Chair Yoga 10:30 am	Free
59 B 11:45 AM		COA	DUNDEE RD		Chair Yoga 10:30 am	Free
60 B 11:45 AM		COA	PROSPECT AVE		Chair Yoga 10:30 am	Free
61 B 12:00 PM		Colonial Village dr	725 MASS AVE - GENTLE DENTAL		Dental	\$3
62 B 12:15 PM		COA	Lakehill Ave		Chair Yoga 9:30	Free
63 B 12:15 PM		COA	Summer St		Chair Yoga 10:30 am	Free
64 B 12:15 PM		COA	FRANKLIN ST		Chair Yoga 10:30 am	Free
65 B 12:15 PM		COA	Mass Ave		Chair Yoga 9:30	Free
66 M 12:15 PM		MEAD RD	Russell Place		Maple St Singing	Free ( Return w/ Bill)
67 M 12:20 PM		Russell Place	COA		Maple St Singing	Free
68 B 12:30 PM		4 WINSLOW ST	22 Mill st		Medical	\$3 Chairlift
69 M 12:35 PM		438 MASS AVE	COA		Current Events	Free
70 M 12:35 PM		438 MASS AVE	COA		Current Events	Free
71 M 1:15 PM		COA	1 Symmes Rd		Bridge 10	Free Return w/ Mike
72 M 1:15 PM		COA	1 Symmes Rd		Bridge 10	Free Return w/ Mike
73 M 1:15 PM		COA	1 Symmes Rd		Bridge 10	Free Return w/ Mike
74 M 1:15 PM		COA	1 Symmes Rd		Bridge 10	Free Return w/ Mike
75 B 1:30 PM		725 MASS AVE - GENTLE DENTAL	Colonial Village dr		Dental	\$3
76 B 1:45 PM		22 Mill St	4 WINSLOW ST		Medical	\$3 Chairlift
77 B 2:00 PM		COA	BOW ST		Maple St Singing	Free
78 B 2:00 PM		COA	MEAD RD		Maple St Singing	Free ( Return w/ Bill)
79 M 2:30 PM		COA	Russell Place		Maple St Singing	Free
80 M 2:45 PM		COA	438 MASS AVE		Current Events	Free
81 M 2:45 PM		COA	438 MASS AVE		Current Events	Free

\* Sample for COEG Application  
(Identifying info removed)

Driver: Bill & Mike

Tuesday, January 14, 2025

Starting Miles: \_\_\_\_\_

Ending Miles: \_\_\_\_\_

Gas: \_\_\_\_\_

Van #

P/UTime	Senior	Pickup Address (numbers removed for privacy)	Dest Address	Phone	SubCategory	Notes
MES/Uber/ Alt	<b>Tuesday, January 14, 2025</b>					
2	Volunteer George	Mass Ave	MGH - 55 Fruit St- Boston		Medical	
2	Uber	GRANDVIEW RD	DANA FARBER		Sanborn	
3	Uber	COLUMBIA RD	Faulker H & MEE		Sanborn	
2	Uber	FRAZER RD	yawkey MGH		Sanborn	
2	Uber	FOREST ST	DANA FARBER		Sanborn	
2	Uber	Robbins Road	Mount Auburn Hospital		Sanborn	
2	Uber	1395 Mass Ave	Mount Auburn Hospital		Sanborn	
17	2	Peirce st	259 Mass Ave		Sanborn	


Mike - ~~from Cindy Larson~~ ①

The rules for the Market Basket Van are: Be ready on time in both directions, only two bags per person, you have to be able to carry your own groceries.

when I'm able, I do the 8:15am run with Mike ~~[REDACTED]~~ on Tuesday mornings. I walk with a cane, and I'm not very steady on my feet. I bring a cart, so I can fit more groceries in.

Mike helps me if necessary with the three porch & van steps; saves a front row seat for me, brings my cart onto the van, and off, and into my apartment. The amount of energy that saves me is enormous.

Very unlike me, Mike is able to take everybody as they come, and deal well with them where they're at. The world would be a much

Mike

(2)

better place if everyone could do that.

He is generous, compassionate, kind, and much more, while he gets things done seamlessly. He can be funny. He takes offense rarely.

My greatest thanks and deepest honor to Mike [REDACTED], not only for what he does, but for who he is.



# CDBG



FUNDING APPLICATION FOR PROGRAM YEAR 51 (JULY 1, 2025 – JUNE 30, 2026)

**PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.**

## Part I. Agency & Project Summary Information

### A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

**Agency/Organization:** Council on Aging, Town of Arlington

**Contact Name:** Kristine Shah **Title:** Executive Director

**Mailing Address:** 27 Maple Street Arlington, MA 02476

**Email Address:** kshah@town.arlington.ma.us **Phone:** 781-316-3401

**Universal Entity Identifier (UEI) #:** TILSFL7CKC97

All entities receiving federal assistance must have a UEI #.

**Registered on SAM.gov?**  Yes  No

All entities receiving federal assistance must be registered on SAM.gov

**Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)**

501(c)3  For-profit authorized under 570.201(o)  Faith-based Organization  Unit of Government  Institution of Higher Education

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

### B. Project Information

**Project Name:** COA Volunteer/Transportation Coordinator **Is this project new to your organization?**

Yes  No

**Anticipated Start Date:** July 1, 2025 **Anticipated End Date:** June 30, 2026

**Amount of Request:** \$53,134 **Project Address(es):** 27 Maple Street Arlington, MA 02476

### C. Eligibility

**National Objectives:** This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

#### Low/Moderate Income Benefit:

**Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area where at least 38.70% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: \_\_\_\_\_

**Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

**Low/Moderate Housing (LMH):** the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

**Low/Moderate Jobs (LMJ):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

#### Slum/Blight:

**Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

**Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

#### Urgent Need:

**Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

### Beneficiaries:

**Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.**

All beneficiaries are Arlington residents

% of beneficiaries are Arlington residents \_\_\_\_\_

**Does your project benefit any of the following demographics?**

Abused children

Elderly persons (age 62 and older)

Battered spouses

Homeless persons

Severely disabled adults (as defined by Bureau of Census\*)

Illiterate adults

Persons living with AIDS

Migrant farm workers

Other (please specify): \_\_\_\_\_

**Nationally Reportable Outputs:** Please indicate the number of outputs expected for one or more categories.

Persons Served: 3,980

Households Assisted: \_\_\_\_\_

Jobs Created: 1

Businesses Assisted: \_\_\_\_\_

## D. Project Summary

**Brief Project Description:** Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

This CDBG Grant funds the Volunteer/Transportation Coordinator Position within the Council on Aging. This position is 28 hours/week and has been in place since 1990. This role oversees two of the most crucial elements of the department: Volunteer management and transportation. In FY24 the COA managed 320 volunteers with various responsibilities, some examples including working weekly shifts overseeing the Community Center volunteer desk, driving residents to medical appointments, or delivering Turkey Dinners on Thanksgiving Day to homebound older adult residents. The Transportation Coordinator scheduled and completed over 18,000 rides in the last year, alone. Ride requests come in to the COA office and it is the coordinators job to speak with the person about their transportation need and match them with the appropriate service (COA Van, Volunteer Medical Driver, Uber, or other transportation method). They also assist older adults in applying for the MBTA Senior Charlie Card or in referring to programs such as the MBTA Ride if applicable. The Volunteer/Transportation Coordinator tracks all volunteers, statistics, ride requests and data using My Senior Center. They also complete the daily transportation schedule, Van Driver Schedules, schedule vehicle repairs/ maintenance, and grant reports to MassDOT and other organizations. Although this position could easily be full-time, other COA staff fill in when emergencies arise outside of the current 28 hours/week that the Volunteer/Transportation Coordinator works. We are extremely grateful that our current Volunteer/Transportation Coordinator is bilingual, as we provide transportation services to a large number of non-English speaking residents daily.

**Returning Applicants:** Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

Over the past year, one of the biggest strengths of this position was in managing the increased number of complex of ride requests that came through the department. Our transportation program is utilized by low/moderate-income older adults, many who have various mobility issues, mental health issues, financial strain and complex situations. The coordinator spends a lot of time understanding requests that come through, matching with an appropriate means of transportation and navigating the transportation from start to finish, often walking the resident through the process closely. At first thought, scheduling transportation sounds like it could be a simple task, however, this coordinator regularly encounters emotional transportation requests related to serious medical situations, changes in appointment schedules, situations outside of our control such as traffic, multi-lingual resident requests and riders with complex medical needs. They also work closely with residents when ride-sharing is the only option, and talk residents through using Uber when an emergency situation arises. With over 11,000 Age 60+ residents in Arlington and over 1,800 rides completed over the last year alone, the transportation aspect alone of this job is extremely busy. The volunteer management on top of transportation makes it all the more crucial.

**Performance Evaluation Plan:** Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

COA requests regular feedback regarding all of our programs and services, especially related to transportation, but also for each of our volunteer run programs. Our database allows for accurate compiling of numbers so that we can evaluate hard data in regards to the rides we provide specific to our transportation program, which is helpful as we evaluate the best transportation areas to focus on.

**Town of Arlington Goals:** Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Town of Arlington Master Plan                                | <input type="checkbox"/> Fair Housing Action Plan     | <input type="checkbox"/> Net Zero Plan          |
| <input type="checkbox"/> Housing Plan   | <input type="checkbox"/> Open Space & Recreation Plan | <input checked="" type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Connect Arlington Sustainable Transportation Plan |   |   |

Please explain which goals and/or strategies the proposed project advances:

## Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Improve the Condition of Existing Housing: Provide decent, affordable housing                               |
| <input type="checkbox"/>            | Increase Economic Development Opportunities: Create economic opportunities                                  |
| <input type="checkbox"/>            | Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments                   |
| <input checked="" type="checkbox"/> | Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments |

## Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- Town wide  
 Specific Area – Which block group(s)/census tract(s) is/are the project located in?

## Community Availability:

Is the proposed project available from any other providers in the community?

- No, not available from other providers in the community  
 Yes, available from other providers in the community (please explain \_\_\_\_\_)

## E. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)  
 One (1) copy of agency's most recent financial audit  
 One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- Letters of Support  
 Resumes, brochures, newspaper articles, or other organizational marketing materials

## Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

### A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
CDBG Grant	\$53,134		\$53,134
<b>TOTAL PROPOSED BUDGET</b>	<b>\$53,134</b>		<b>\$53,134</b>

**B. Construction Projects (Housing, Public Facilities)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
<b>TOTAL PROPOSED BUDGET</b>			

**C. Summary of Other Funding:** Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

**D. Cost-Benefit Analysis:** Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.  
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 53,134 = \$ \_\_\_\_\_ PER BENEFICIARY  
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 3,980\*

**E. Funding Availability:** If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

\*3,980 calculation: 820 individual riders used COA Transportation Over past Year + 3,160 Arlington Residents participating in programs/services that have volunteer involvement over past year. If this grant is funded at a lower amount, it would decrease the number of hours that this position was hired to work and would significantly impact COA Transportation and Volunteer run programs.

## Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

### A. NEED STATEMENT

The Council on Aging offers and relies on engagement of volunteers (320 current volunteers annually) in order to complete our extensive programs and services. The COA also runs a robust transportation program that the community relies on heavily, which completed over 18,000 rides last year alone. Included in these rides were over 3,000 going to Arlington EATS and over 30% to Arlington Housing Authority residents. The Volunteer/Transportation Coordinator is needed in order to meet the needs of recruiting/managing/stewarding volunteers and also manage the entire Transportation Program.

### B. GOAL

Continue to recruit quality volunteers as needed in order to run COA programs and services, train them appropriately and manage their activities. Continue to run a robust, high quality and efficient Transportation Program to meet the ever growing need of the aging adults in Arlington, being flexible to adapt, change and grow as necessary.

### C. INPUTS

Maintain the investment in the Volunteer/Transportation Coordinator position. Train them appropriately and acknowledge the hard and complex work that the position completes. Provide them with appropriate resources so that they can do their job well, including translation services, leads toward new transportation relationships. Creating a welcoming and inviting space at the Arlington Community Center that will encourage more older adults

### D. ACTIVITIES

This program manages the 320+ volunteers who contribute to the 130+ programs and events hosted by the Council on Aging. As stated in earlier sections of this application, this position is also responsible for running our entire transportation program, which completed over 18,000 rides in the past year.

### E. OUTPUTS

Volunteer opportunities allow for older adults to engage in their community, reduces isolation and provides a sense of purpose for many. The programs and activities that these volunteers engage in touched over 3,160 individuals in the past year alone.

Continue/expand upon the current COA Transportation Options (2 fully accessible, COA passenger vans on the road 5 days/week, team of volunteer medical drivers trained and available to assist, older adults educated on how to use Uber/ride share options, Arlington older adults have Senior Charlie Cards for MBTA discounts and if they qualify, have access to the MBTA "The Ride.")

F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
COA volunteer roles are filled with a well trained pool of interested and engaged volunteers.  The COA is able to meet the transportation needs of low/moderate-income older adults, under served communities, and not have to reduce transportation offerings during a time that demand is increasing.	Arlington older adults, especially those who are low/moderate-income, are able to access programs and services that they need, and serve as a volunteer if they are interested. Transportation needs of older adults in Arlington are able to be met through the COA transportation and/or community partners.



# CDBG



FUNDING APPLICATION FOR PROGRAM YEAR 51 (JULY 1, 2025 – JUNE 30, 2026)

**PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.**

## Part I. Agency & Project Summary Information

### A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

**Agency/Organization:** Arlington Department of Public Works

**Contact Name:** William C. Copithorne      **Title:** Town Engineer

**Mailing Address:** 51 Grove Street, Arlington, MA 02476

**Email Address:** wcopithorne@town.arlington.ma.us      **Phone:** 781-316-3322

**Universal Entity Identifier (UEI) #:**  Yes  No

All entities receiving federal assistance must have a UEI #. All entities receiving federal assistance must be registered on SAM.gov

### Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

501(c)3  For-profit authorized under 570.201(o)  Faith-based Organization  Unit of Government  Institution of Higher Education

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

### B. Project Information

**Project Name:** Annual Curb Ramp Project      **Is this project new to your organization?**  Yes  No

**Anticipated Start Date:** July 1, 2025      **Anticipated End Date:** June 30, 2026

**Amount of Request:** \$113,000      **Project Address(es):** Arlington - Various Locations

### C. Eligibility

**National Objectives:** This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

#### Low/Moderate Income Benefit:

**Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area where at least 38.70% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: \_\_\_\_\_

**Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

**Low/Moderate Housing (LMH):** the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

**Low/Moderate Jobs (LMJ):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

#### Slum/Blight:

**Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

**Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

#### Urgent Need:

**Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

#### Beneficiaries:

**Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.**

All beneficiaries are Arlington residents  
 % of beneficiaries are Arlington residents \_\_\_\_\_

#### Does your project benefit any of the following demographics?

Abused children  Elderly persons (age 62 and older)  Battered spouses  
 Homeless persons  Severely disabled adults (as defined by Bureau of Census\*)  Illiterate adults  
 Persons living with AIDS  Migrant farm workers  Other (please specify): \_\_\_\_\_

#### Nationally Reportable Outputs:

Please indicate the number of outputs expected for one or more categories.

Persons Served: \_\_\_\_\_ Households Assisted: \_\_\_\_\_ Jobs Created: \_\_\_\_\_ Businesses Assisted: \_\_\_\_\_

## D. Project Summary

**Brief Project Description:** Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Installation of curb ramps at intersections with roadways improves the safety and accessibility for ALL users that choose to use sidewalks and access the public right of way. The Town of Arlington utilizes an Accessibility Analysis Map that was developed to prioritize areas utilized by under-served and other vulnerable populations which tend to rely more on public amenities, including parks, open space, community buildings, public transit, etc. The DPW Engineering Division utilizes the Accessibility Analysis Map as well as additional overlay tools and requests from vulnerable users when planning and selecting curb ramp locations to include with the Annual Curb Ramp Project. If funding is approved the project has historically included approximately 50 locations within Eligible Block Groups. However, based on construction cost increases in recent years, the actual quantity moving forward is anticipated to be lower barring increased funding. The quantity of ramps constructed can vary due to topography and site conditions at each individual ramp location. Any ramps not constructed will be added to the next Annual Curb Ramp Project. Typically work is performed in summer, fall, and spring.

**Returning Applicants:** Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

The PY50 Annual Curb Ramp Project is still currently in progress. The contract is from July 1, 2024 to June 30, 2025. To date curb ramps have been upgraded at 29 locations focusing mainly on improved accessibility around the Hardy School area in East Arlington (Herbert Street and Brooks Avenue).

DPW continues to make progress and improvements to curb ramps to increase connectivity and provide improved accessibility for users with physical disabilities.

**Performance Evaluation Plan:** Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

The DPW will continue to compare the locations of ADA compliant and non-ADA compliant curb ramps against the Town's priority overlay on our internal GIS Accessibility Map. This tool allows the Town to determine locations of highest need for curb ramps for vulnerable users and provides a database to track improvements as they are completed.

**Town of Arlington Goals:** Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Town of Arlington Master Plan                                | <input type="checkbox"/> Fair Housing Action Plan     | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan   | <input type="checkbox"/> Open Space & Recreation Plan | <input type="checkbox"/> Other _____   |
| <input checked="" type="checkbox"/> Connect Arlington Sustainable Transportation Plan |   |  |

Please explain which goals and/or strategies the proposed project advances:

## Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Improve the Condition of Existing Housing: Provide decent, affordable housing                               |
| <input type="checkbox"/>            | Increase Economic Development Opportunities: Create economic opportunities                                  |
| <input checked="" type="checkbox"/> | Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments                   |
| <input checked="" type="checkbox"/> | Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments |

## Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- |   |
|---|
| <input type="checkbox"/> Town wide  |
| <input checked="" type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in? |

Two priority areas have been identified for PY51. See attachment.

## Community Availability:

Is the proposed project available from any other providers in the community?

- |  |
|--|
| <input checked="" type="checkbox"/> No, not available from other providers in the community          |
| <input type="checkbox"/> Yes, available from other providers in the community (please explain _____) |

## E. Attachments

The following attachments must accompany this proposal:

- |   |
|---|
| <input type="checkbox"/> 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS) |
| <input type="checkbox"/> One (1) copy of agency's most recent financial audit                                 |
| <input type="checkbox"/> One (1) copy of agency's MA Certificate of Good Standing                             |

The following attachments are optional and may be used to supplement your proposal:

- |  |
|--|
| <input checked="" type="checkbox"/> Letters of Support   |
| <input type="checkbox"/> Resumes, brochures, newspaper articles, or other organizational marketing materials |

## Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

### A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
<b>TOTAL PROPOSED BUDGET</b>			

**B. Construction Projects (Housing, Public Facilities)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction	\$113,000	\$20,550.00	\$157,550.00
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
<b>TOTAL PROPOSED BUDGET</b>	<b>\$113,000</b>	<b>\$20,550.00</b>	<b>\$157,550.00</b>

**C. Summary of Other Funding:** Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:	DPW Capital Funds	\$20,550.00
Private:		
Total:	<b>\$20,550.00</b>	

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

The Town contributes additional funding annually to supplement the Annual Curb Ramp Project and for other accessibility goals. For PY51, it is anticipated that an additional \$20,550.00 in Town contributions will be put toward this project pending annual Town Meeting budget approval.

**D. Cost-Benefit Analysis:** Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project.

Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

$$\text{TOTAL CDBG REQUEST AMOUNT: } \$ \underline{113,000.00} = \$ \underline{\text{unknown}} \text{ PER BENEFICIARY}$$

TOTAL NUMBER OF PROPOSED BENEFICIARIES: #unknown

**E. Funding Availability:** If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Yes, it can still feasibly be carried out, though reduced funding would result in the installation of fewer curb ramps and potentially affect line item costs for contract items if total construction costs vary significantly from the awarded contract value. Additionally, the cost of construction has been increasing and future considerations should be given to increasing the annual request to provide similar progress.

## Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

### A. NEED STATEMENT

Lack of curb ramps and non-compliant ramps present a physical barrier to many including those with low vision, mobility impairments, the elderly, and other vulnerable users. Installation of and/or improvements to curb ramps to obtain ADA compliance will increase the use of and accessibility to sidewalks through the project areas. Improvements will also add the ease of general use for all pedestrians including those utilizing mobility devices and strollers.

### B. GOAL

Adding accessibility opportunities where there are none and improving accessibility on existing infrastructure to obtain compliance with the Town's ADA goals will provide a safer experience for all residents and users.

### C. INPUTS

The Engineering Division in conjunction with the ADA Coordinator and the CDBG Coordinator will ensure that the communication and administrative requirements for the grant are adhered to and construction/reconstruction will meet ADA and MA AAB requirements.

### D. ACTIVITIES

Work includes improvements to curb ramps, sidewalks and bus stops if in the proximate area of the curb ramp work. The average cost of curb ramp installation is between \$4,000 and \$6,000. Prices typically vary depending on topography and specific road conditions, but at all times the project planning and implementation takes into consideration the main goal of increasing accessibility and mobility.

### E. OUTPUTS

There were approximately 29 curb ramps updated under the current construction contract with more planned for Spring of 2025. The current plan for this CDBG Season includes 36 Curb Ramp locations in the area of Brattle Street/Grove Street and a segment of Jason Street. Costs may vary depending on site variabilities including abutting properties, slope and topography, and conditions of existing infrastructure. If additional curb ramps locations are possible with available funds, locations from the next years project plan may be utilized.

F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
Increased safety and accessibility for users and ease of use for those with physical and mobility impairments.	Increased safety and accessibility for users and ease of use for those with physical and mobility impairments.



Engineering Division

+  
TOWN OF ARLINGTON  
Department of Public Works  
51 Grove Street  
Arlington, Massachusetts 02476  
Office (781) 316-3320, Fax (781) 316-3281

### **CDBG PY51 Annual Curb Ramp Project Application: Planned Work**

<b>Description</b>	<b># Ramps</b>
Annual Curb Ramp Project.....	36

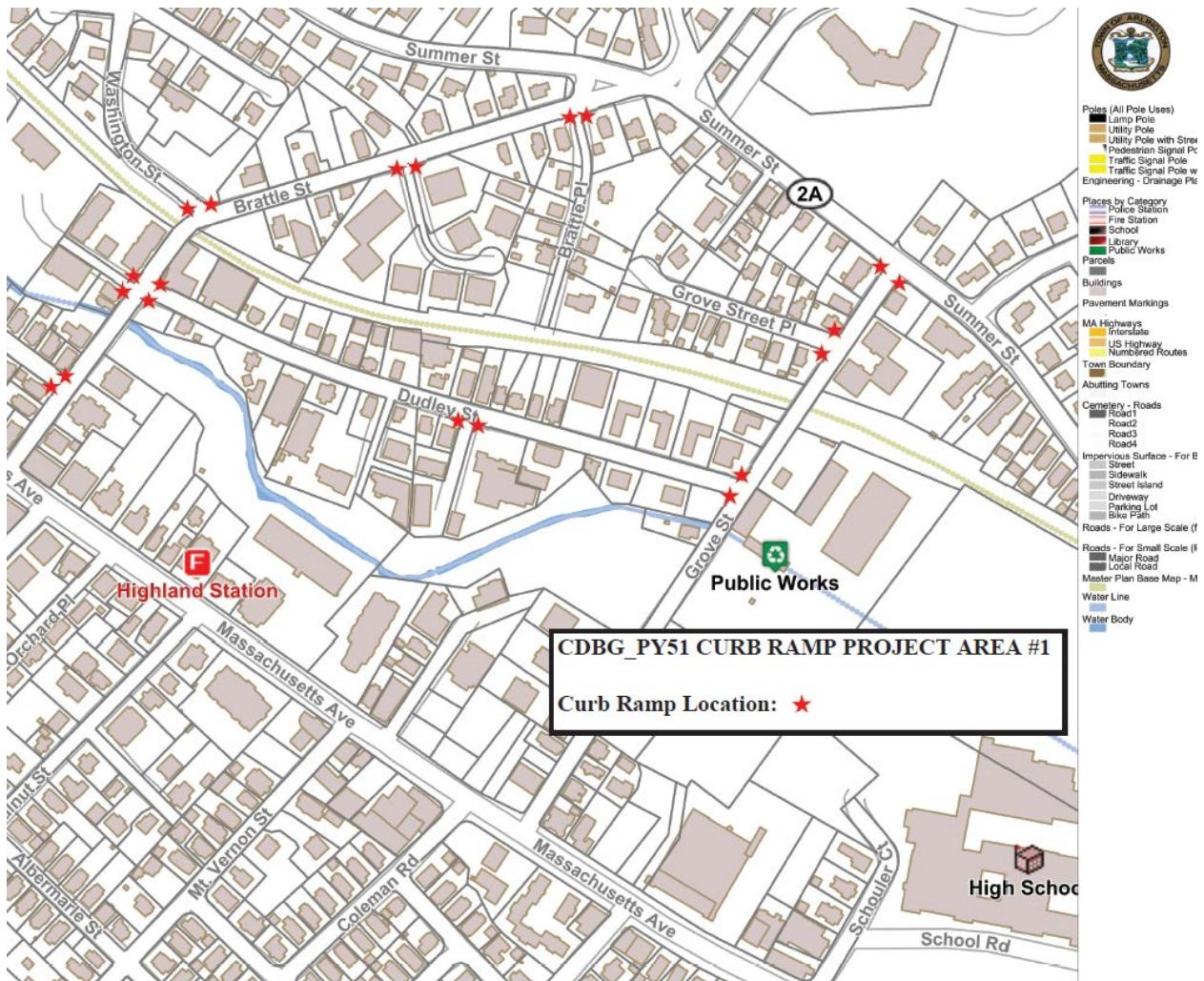
Installation of curb ramps at intersections with roadways improves the safety and accessibility for ALL users that choose to use sidewalks and access the public right of way. The Town of Arlington utilizes an Accessibility Analysis Map that was developed to prioritize areas utilized by under-served and other vulnerable populations which tend to rely more on public amenities, including parks, open space, community buildings, public transit, etc. The DPW Engineering Division utilizes the Accessibility Analysis Map as well as additional overlay tools and requests from vulnerable users when planning and selecting curb ramp locations to include with the Annual Curb Ramp Project. If funding is approved the project has historically included approximately 50 locations within Eligible Block Groups. However, based on construction cost increases in recent years, the actual quantity moving forward is anticipated to be lower barring increased funding. The quantity of ramps constructed can vary due to topography and site conditions at each individual ramp location. Any ramps not constructed will be added to the next Annual Curb Ramp Project.

**See APPENDIX: 2025 CDBG CURB RAMP LOCATIONS**, for the curb ramp location list developed by the Department of Public Works for the 2025 Construction Season.

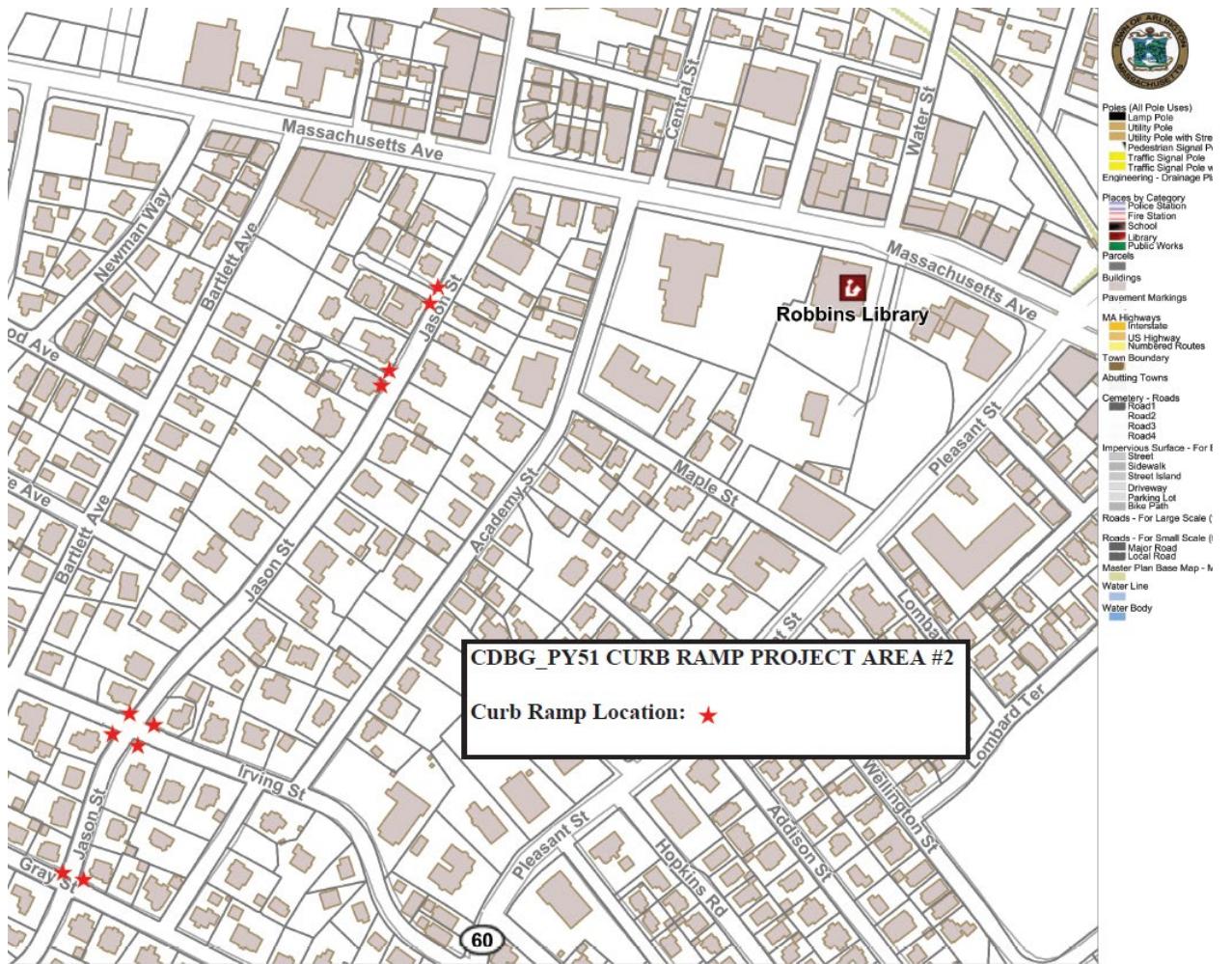
## APPENDIX: 2025 CDBG CURB RAMP LOCATIONS

The curb ramp location list developed by the Department of Public Works for the 2025 Construction Season is as follows:

<b>MAIN STREET</b>	<b>Side Street</b>	<b>Planned Curb Ramps (Each)</b>	<b>Estimated Cost</b>
AREA #1			
Brattle Street	Laurel Street	2	\$8,000.00
“	Brattle Court	2	\$9,000.00
“	Dudley Street	2	\$9,000.00
“	Washington Street	2	\$8,000.00
“	Brattle Drive	2	\$8,000.00
“	Brattle Place	2	\$8,000.00
Dudley Street	Dudley Street Place	2	\$8,000.00
Grove Street	Summer Street	2	\$10,000.00
“	Grove Street Place	2	\$8,000.00
“	Dudley Street	2	\$9,000.00
	sub-total:	20	\$85,000.00
AREA #2			
Jason Street	Gray Street	4	\$12,000.00
“	Irving Street	8	\$24,000.00
“	Jason Court	2	\$8,000.00
“	Jason Terrace	2	\$8,000.00
	sub-total:	16	\$52,000.00
	Contingency	36	\$137,000.00
	& Police Details (15%):	-	\$20,550.00
	Total:	36	\$157,550.00
<b>Note:</b>			
A 15% contingency of \$20,550 is estimated for construction overages and Police Traffic Details. If actual costs fluctuate the quantity of curb ramps installed may increase or decrease accordingly.			
<b>Funding Breakdown:</b>			
CDBG Funds:    \$113,000.00			
DPW Funds:    \$44,550.00			
Total:            \$157,550.00			



**LOCUS MAP #1**  
Planned Curb Ramp Locations for CDBG PY51



**LOCUS MAP #2**  
Planned Curb Ramp Locations for CDBG PY51



Outlook

## Letter of Support/Request #1

**New Incoming Request for Answer****From** Request/Answer Center <arlingtonma@mycusthelp.net>**Date** Fri 6/28/2024 2:43 PM**To** William Copithorne <wcopithorne@town.arlington.ma.us>

**CAUTION:** This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

5/20/2024 3:55:32 PM

Ask a Question

[REDACTED]  
W163950-052024

Hello Arlington Public Works Department,

We live at [REDACTED] and have a kid that recently started using a power wheelchair. There are wonderful curb cuts and sidewalks from our house to Jason & Gray, but after that, accessibility ends. There are no curb cuts on the Northeastern side of the intersection going toward Mass Ave. which prevents access to the corridor that is accessible and especially the Minuteman Bike Path. Jason Street's relatively mild slope also makes it the only potentially accessible connection to Mass. Ave. via a powered wheelchair, but connecting it would also help many others, as we have both an older and younger population that rely on strollers and walkers up here.

More specifically what I'm requesting is:

- 1) two more curb cuts at Jason & Gray
  - 2) curb cuts at Irving & Jason
  - 3) repair of sidewalk issues at the few problem spots
- It would be wonderful and increase our local mobility options if even just one side could be connected.  
Many thanks!
- [REDACTED]

Click this link to review Request.

<https://arlingtonma.mycusthelpadmin.com/WEBAPP/zAdmin/ServiceRequests/Details.aspx?id=163950>

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**Do NOT respond to this email. It is for informational purposes only**



Outlook

Letter of Support/Request #2

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**Incoming Streets & Roads Request****From** Request/Answer Center <arlingtonma@mycusthelp.net>**Date** Mon 7/8/2024 8:40 AM**To** William Copithorne <wcopithorne@town.arlington.ma.us>

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

6/11/2024 7:42:28 AM

Street &amp; Road Maintenance

other street &amp; road concern

[ADDRESS]

Good morning. We are writing to request the installation of curb cuts at the 4 corners of Jason & Irving Sts. We and our upstairs neighbors have friends who are wheelchair users. We have a temporary ramp for access to the 1st floor but the absence of curb cuts are a barrier to their visiting. This would also benefit the community generally including w/c users or people with strollers going from A'ton Center to Menotomy Rocks Park or families using the school bus stop directly across from our house. Thank you very much. [REDACTED]

W164745-061124

Do **NOT** respond to this email. It is for informational purposes only. Click this link to review Request.

<https://arlingtonma.mycusthelpadmin.com/WEBAPP/zAdmin/ServiceRequests/Details.aspx?id=164745>



# CDBG



FUNDING APPLICATION FOR PROGRAM YEAR 51 (JULY 1, 2025 – JUNE 30, 2026)

**PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.**

## Part I. Agency & Project Summary Information

### A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

**Agency/Organization:** Town of Arlington - Department of Planning and Community Development

**Contact Name:** Katie Luczai      **Title:** Economic Development Coordinator

**Mailing Address:** 730 Massachusetts Avenue, Town Hall Annex, Arlington, MA 02476

**Email Address:** kluczai@town.arlington.ma.us      **Phone:** 781-316-3095

**Universal Entity Identifier (UEI) #:**  Yes  No

All entities receiving federal assistance must have a UEI #.

All entities receiving federal assistance must be registered on SAM.gov

**Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)**

501(c)3  For-profit authorized under 570.201(o)  Faith-based Organization  Unit of Government  Institution of Higher Education

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

### B. Project Information

**Project Name:** Storefront Improvement Program      **Is this project new to your organization?**

Yes  No

**Anticipated Start Date:** September 1, 2025      **Anticipated End Date:** May 1, 2025

**Amount of Request:** \$30,000      **Project Address(es):** 730 Massachusetts Avenue, Arlington, MA (primary)

### C. Eligibility

**National Objectives:** This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

#### Low/Moderate Income Benefit:

**Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area where at least 38.70% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FIIECGeoMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: 356701, 356500, 356704, 356300, 356601, 356602, 356100, 356703, 356400

**Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

**Low/Moderate Housing (LMH):** the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

**Low/Moderate Jobs (LMJ):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

#### Slum/Blight:

**Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

**Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

#### Urgent Need:

**Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

#### Beneficiaries:

**Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.**

All beneficiaries are Arlington residents

25 % of beneficiaries are Arlington residents

**Does your project benefit any of the following demographics?**

Abused children

Elderly persons (age 62 and older)

Homeless persons

Severely disabled adults (as defined by Bureau of Census\*)

Persons living with AIDS

Migrant farm workers

Battered spouses

Illiterate adults

Other (please specify): \_\_\_\_\_

**Nationally Reportable Outputs:** Please indicate the number of outputs expected for one or more categories.

Persons Served: \_\_\_\_\_

Households Assisted: \_\_\_\_\_

Jobs Created: \_\_\_\_\_

Businesses Assisted: 4

## D. Project Summary

**Brief Project Description:** Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Having well maintained facades and signage can increase foot traffic and revenue for local businesses. This program is designed to encourage private investment and reinvestment by new and existing property/business owners in CDBG eligible districts in Arlington. Applicants to the program may apply for a reimbursement of 75% of total project costs, up to \$7,500, in funding for storefront improvements. The program allows a 25% match by the property/business owner for moderate to substantial exterior and/or façade improvements in the designated areas. Examples of storefront improvements are new signage, installation of new exterior lighting, the restoration of, or new, windows and doors, and accessibility improvements.

**Returning Applicants:** Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

N/A

**Performance Evaluation Plan:** Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

This program will qualitatively assess the results of the Storefront Improvement Program. We will work with the client to evaluate foot traffic rates before vs. after improvements. We will also be sending out a survey to garner public feedback as to how improved storefronts affected the area.

**Town of Arlington Goals:** Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan          | <input type="checkbox"/> Fair Housing Action Plan     | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan                                      | <input type="checkbox"/> Open Space & Recreation Plan | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan |   |  |

Please explain which goals and/or strategies the proposed project advances:

Within the Town of Arlington Master Plan, this project advances economic development - specifically the goal to encourage property and business owners to enhance storefronts and commercial signage where needed (p107).

## Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- |  |
|--|
| <input type="checkbox"/> Improve the Condition of Existing Housing: Provide decent, affordable housing                               |
| <input checked="" type="checkbox"/> Increase Economic Development Opportunities: Create economic opportunities                       |
| <input type="checkbox"/> Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments                   |
| <input type="checkbox"/> Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments |

## Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- |   |
|---|
| <input type="checkbox"/> Town wide  |
| <input checked="" type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in? |

356701, 356500, 356704, 356300, 356601, 356602, 356100, 356703, 356400

## Community Availability:

Is the proposed project available from any other providers in the community?

- |   |
|---|
| <input type="checkbox"/> No, not available from other providers in the community                                |
| <input checked="" type="checkbox"/> Yes, available from other providers in the community (please explain _____) |

## E. Attachments

The following attachments must accompany this proposal:

- |   |
|---|
| <input type="checkbox"/> 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS) |
| <input type="checkbox"/> One (1) copy of agency's most recent financial audit                                 |
| <input type="checkbox"/> One (1) copy of agency's MA Certificate of Good Standing                             |

The following attachments are optional and may be used to supplement your proposal:

- |  |
|--|
| <input type="checkbox"/> Letters of Support  |
| <input type="checkbox"/> Resumes, brochures, newspaper articles, or other organizational marketing materials |

## Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

### A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Storefront Improvement Grant	\$30,000		\$30,000
<b>TOTAL PROPOSED BUDGET</b>	<b>\$30,000</b>		<b>\$30,000</b>

**B. Construction Projects (Housing, Public Facilities)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
<b>TOTAL PROPOSED BUDGET</b>			

**C. Summary of Other Funding:** Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

This is a matching, reimbursable grant program. Property/business owners will be responsible for paying for improvements up front then will receive a reimbursement to cover 75% of their project costs, up to a maximum amount of \$7,500. Recipients are required to provide private contribution to leverage public resources.

**D. Cost-Benefit Analysis:** Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project.

Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

$$\text{TOTAL CDBG REQUEST AMOUNT: } \$30,000 = \$\underline{\hspace{2cm}} \text{ PER BENEFICIARY}$$

TOTAL NUMBER OF PROPOSED BENEFICIARIES: #4

**E. Funding Availability:** If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Yes, if the project is funded at a lower amount than requested than we can adjust the percentage covered as well as the total contribution amount towards the beneficiaries.

## Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

### A. NEED STATEMENT

This project will help provide financial opportunities for small business owners to improve their storefront facades, thus improving the neighborhood streetscape. Storefronts are not typically a priority for business owners when faced with many competing needs to operate with limited capital. This means that over time storefronts deteriorate – temporary signage is left, windows and doors stay broken, and the appearance of the business declines, leading to blight. Residents have noticed the increase in blight. Through the Envision Arlington survey in 2024 respondents were quick to raise the issue of storefronts. When asked to comment on an issue of importance to them 32 respondents commented on the need to fill and improve storefronts in Arlington's commercial areas. Respondents called out the need to "make Arlington more attractive" because the town had "too many depressing storefronts". "We need to update the streetscapes so that shops are appealing, and people want to shop/eat there" one respondent commented. By helping our small businesses to improve their storefronts we can help combat blight and beautify our neighborhoods.

### B. GOAL

As stated in the CDBG Consolidated Plan, this program will address economic development and the need to invest in commercial districts and support entrepreneurship. By investing in businesses and uplifting our commercial areas in Arlington we increase economic development opportunities. Additionally, this program will offer support to not just beautify storefronts but also give the opportunity to make it affordable to improve energy efficiency and accessibility.

### C. INPUTS

This project will be managed by the Economic Development Coordinator and assisted by Department Administrative staff as needed. This program will largely require administrative resources to support this project. This program has been replicated and administered in many neighboring communities including Cambridge, Medford, and Boston. Several best practice guides have been produced by New York City and the Local Initiatives Support Corporation (LISC). The Economic Development Coordinator will prepare the application, publicize the program, and select recipients. During program implementation administrative staff will help process the financial components within existing organizational processes. The Economic Development Coordinator will work closely with recipients to ensure they are supported through the design, permitting, execution, and completion of the recipient project.

### D. ACTIVITIES

Having well maintained facades and signage can increase foot traffic and revenue for local businesses. This program is designed to encourage private investment and reinvestment by new and existing property/business owners in CDBG eligible districts in Arlington to increase economic development opportunities. Applicants to the program may apply for a reimbursement of 75% of total project costs, up to \$7,500, in funding for storefront improvements. The program allows a 25% match by the property/business owner for moderate to substantial exterior and/or facade improvements in the designated areas. Examples of storefront improvements are new signage, installation of new exterior lighting, the restoration of, or new, windows and doors, and accessibility improvements.

Eligible applicants include:

- Owners of eligible properties, and/or
- Ground floor commercial tenants, with approval of the property owner.

Award amounts to property owners applying for improvements to multiple storefronts in the same building will be determined on a case-by-case basis.

This program is conducted on the exterior of buildings so in-person gatherings will not occur under this program but should one take place appropriate public safety measures will be followed.

### E. OUTPUTS

This program will directly assist at least four (4) businesses. Should projects require less financial contribution for recipients then remaining funds will be used to assist additional businesses. Exterior businesses will be directly improved and may help progress other town wide initiatives pertaining to DEI and climate goals.

F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
Construction and exterior improvements of any kind always attract new foot traffic and become a point of interest within the local community. A decrease in blight will immediately occur as projects will improve the conditions of the business.	Strong neighborhoods are home to well-designed storefronts that enliven and establish a sense of place to the commercial district. Though simple, just visually improving storefronts can make neighborhoods safer and encourage nearby businesses to invest in their own streetscape. Combating blight happens over time but with each storefront that is improved, neighborhoods and commercial areas become better places to live.



# CDBG



FUNDING APPLICATION FOR PROGRAM YEAR 51 (JULY 1, 2025 – JUNE 30, 2026)

**PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.**

## Part I. Agency & Project Summary Information

### A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

**Agency/Organization:** Fidelity House

**Contact Name:** Lisa Urben      **Title:** Youth Program Director

**Mailing Address:** 25 Medford St, Arlington, MA 02474

**Email Address:** fidelityhouseordir@hotmail.com      **Phone:** 781-648-2005

**Universal Entity Identifier (UEI) #:** S7Q8KW9UXDB3

All entities receiving federal assistance must have a UEI #.

**Registered on SAM.gov?**  Yes  No

All entities receiving federal assistance must be registered on SAM.gov

**Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)**

501(c)3  For-profit authorized under 570.201(o)  Faith-based Organization  Unit of Government  Institution of Higher Education

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

### B. Project Information

**Project Name:** Jobs, Jobs, Jobs program      **Is this project new to your organization?**

Yes  No

**Anticipated Start Date:** 7/1/25      **Anticipated End Date:** 6/30/26

**Amount of Request:** \$5,000      **Project Address(es):** Fidelity House Day Camp & Fidelity House

### C. Eligibility

**National Objectives:** This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

#### Low/Moderate Income Benefit:

**Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area where at least 38.70% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: 3563

**Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

**Low/Moderate Housing (LMH):** the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

**Low/Moderate Jobs (LMJ):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

#### Slum/Blight:

**Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

**Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

#### Urgent Need:

**Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

### Beneficiaries:

**Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.**

All beneficiaries are Arlington residents

\_\_\_\_\_ % of beneficiaries are Arlington residents

**Does your project benefit any of the following demographics?**

Abused children

Elderly persons (age 62 and older)

Homeless persons

Severely disabled adults (as defined by Bureau of Census\*)

Persons living with AIDS

Migrant farm workers

Battered spouses

Illiterate adults

Other (please specify): \_\_\_\_\_

**Nationally Reportable Outputs:** Please indicate the number of outputs expected for one or more categories.

Persons Served: 5

Households Assisted: \_\_\_\_\_

Jobs Created: \_\_\_\_\_

Businesses Assisted: \_\_\_\_\_

## D. Project Summary

**Brief Project Description:** Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Fidelity House offers child care job training and employment for teens from low to moderate family income levels. The youth develop skills that will help pave the way for future employment, life choices and developing an understanding of the benefits of employment.

**Returning Applicants:** Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

The teens who work through this program are invaluable, a great asset to our programming and have been responsible & positive! It always take a little more effort to reach out to youth who can benefit from this opportunity and our challenge is always to make sure teens are aware of this opportunity and confident enough to try.

**Performance Evaluation Plan:** Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

All statistical date is recorded and available for yearly comparisons. Criteria for success will be based on the number of teens and the length of time employed.

**Town of Arlington Goals:** Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan          | <input type="checkbox"/> Fair Housing Action Plan     | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan                                      | <input type="checkbox"/> Open Space & Recreation Plan | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan |   |  |

Please explain which goals and/or strategies the proposed project advances:

## Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Improve the Condition of Existing Housing: Provide decent, affordable housing                               |
| <input type="checkbox"/>            | Increase Economic Development Opportunities: Create economic opportunities                                  |
| <input type="checkbox"/>            | Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments                   |
| <input checked="" type="checkbox"/> | Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments |

## Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- |  |
|--|
| <input checked="" type="checkbox"/> Town wide  |
| <input type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in? |

## Community Availability:

Is the proposed project available from any other providers in the community?

- |  |
|--|
| <input type="checkbox"/> No, not available from other providers in the community                     |
| <input type="checkbox"/> Yes, available from other providers in the community (please explain _____) |

## E. Attachments

The following attachments must accompany this proposal:

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS) |
| <input type="checkbox"/> | One (1) copy of agency's most recent financial audit                                 |
| <input type="checkbox"/> | One (1) copy of agency's MA Certificate of Good Standing                             |

The following attachments are optional and may be used to supplement your proposal:

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Letters of Support  |
| <input type="checkbox"/> | Resumes, brochures, newspaper articles, or other organizational marketing materials |

## Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

### A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Salaries/training	\$5,000		\$5,000
<b>TOTAL PROPOSED BUDGET</b>	<b>\$5,000</b>		<b>\$5,000</b>

**B. Construction Projects (Housing, Public Facilities)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
<b>TOTAL PROPOSED BUDGET</b>			

**C. Summary of Other Funding:** Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

**D. Cost-Benefit Analysis:** Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.  
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

$$\frac{\text{TOTAL CDBG REQUEST AMOUNT: } \$5,000}{\text{TOTAL NUMBER OF PROPOSED BENEFICIARIES: } \#5} = \$ \underline{\hspace{2cm}} \text{ PER BENEFICIARY}$$

**E. Funding Availability:** If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

The full amount goes directly to the youth. A lower amount will either reduce the number of teens we are able to hire or reduce the time they work per week but can still be offered.

### Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

#### A. NEED STATEMENT

This Jobs, Jobs, Jobs program addresses the identified Arlington Service Need and plan: Increase Access to Jobs, Education, Transportation, and Other Services, specifically, to increase access to jobs. We have found that teens from low income families may not have the same support system or self confidence to pursue opportunities as teens from higher socio-economic backgrounds. The financial compensation is often used to benefit the teen and their family's basic needs. The job, learning to work with youth, is a lifelong skill that will benefit their interactions with their families and neighbors, their future families and could lead to a rewarding career path.

#### B. GOAL

Insure there are positions available for youth program employment for teens from low to moderate income families.

Increase communication about summer employment opportunities and encourage teens from low to moderate income families to apply.

#### C. INPUTS

Training, child care jobs at Fidelity House & Fidelity House Day Camp and Program Director staff will be overseeing their progress and providing direction.

#### D. ACTIVITIES

The Program Directors will provide required training for teens to work with children, provide weekly employment and supervision and follow up with on the job feedback to enhance performance. Additional training to address public health or safety protocols or equipment needs will be provided if necessary.

#### E. OUTPUTS

5 youth benefit directly from the training and experience of college age and professional staff, affecting their families in a positive way indirectly and offering the youth they work with a new perspective.

100% of the teens continue to work during the school year.

This program served 100% of teens whose family household income levels are determined to be Extremely Low or Very Low by the Federal Department of Housing and Urban Development.

F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<p>Low to moderate income youth will receive economic gain they can use immediately or towards future endeavors.</p> <p>Low to moderate income youth will learn employable job skills and gain experience for future employment.</p>	<p>Youth become active community members as employees, family members and good citizens.</p>



# CDBG



FUNDING APPLICATION FOR PROGRAM YEAR 51 (JULY 1, 2025 – JUNE 30, 2026)

**PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.**

## Part I. Agency & Project Summary Information

### A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

**Agency/Organization:** Fidelity House

**Contact Name:** Lisa Urben      **Title:** Youth Program Director

**Mailing Address:** 25 Medford St, Arlington, MA 02474

**Email Address:** fidelityhouseordir@hotmail.com      **Phone:** 781-648-2005

**Universal Entity Identifier (UEI) #:** S7Q8KW9UXDB3  
All entities receiving federal assistance must have a UEI #.

**Registered on SAM.gov?**  Yes  No

All entities receiving federal assistance must be registered on SAM.gov

**Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)**

501(c)3  For-profit authorized under 570.201(o)  Faith-based Organization  Unit of Government  Institution of Higher Education

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

### B. Project Information

**Project Name:** Menotomy Manor Outreach Program      **Is this project new to your organization?**  Yes  No

**Anticipated Start Date:** 7/1/25      **Anticipated End Date:** 6/30/26

**Amount of Request:** \$21,000      **Project Address(es):** Fidelity House Day Camp & Menotomy Manor #3563

### C. Eligibility

**National Objectives:** This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

#### Low/Moderate Income Benefit:

**Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area where at least 38.70% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: 3563

**Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

**Low/Moderate Housing (LMH):** the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

**Low/Moderate Jobs (LMJ):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

#### Slum/Blight:

**Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

**Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

#### Urgent Need:

**Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

### Beneficiaries:

**Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.**

All beneficiaries are Arlington residents

\_\_\_\_\_ % of beneficiaries are Arlington residents

#### Does your project benefit any of the following demographics?

Abused children

Elderly persons (age 62 and older)

Homeless persons

Severely disabled adults (as defined by Bureau of Census\*)

Persons living with AIDS

Migrant farm workers

Battered spouses

Illiterate adults

Other (please specify): \_\_\_\_\_

### Nationally Reportable Outputs:

Please indicate the number of outputs expected for one or more categories.

Persons Served: 140

Households Assisted: \_\_\_\_\_

Jobs Created: \_\_\_\_\_

Businesses Assisted: \_\_\_\_\_

## D. Project Summary

**Brief Project Description:** Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Fidelity House's Menotomy Manor Outreach Program directly serves the youth who reside at Menotomy Manor, Arlington's low income family housing. It is designed to offer opportunities, reduce the barriers that prevent participation (including transportation and financial) and assimilate the youth into community wide programming. It provides camperships and transportation to/from Menotomy Manor to attend our Summer Day Camp and gives free memberships, scholarships for school year youth programming as needed. Onsite programming and transportation to Fidelity House during the school year are part of the outreach. It is a unique program that is able to offer stability, short term and long term benefits for the youth/families that reside at Menotomy Manor and ultimately benefits the entire Arlington community.

**Returning Applicants:** Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

Fidelity House was able to provide opportunity to youth/families last summer by providing camp and transportation but needed to limit the length to one week to make sure we were able to serve as many families as possible with the funding available. We maintained our weekly onsite programming and made sure scholarships were provided for school year programming. This year we did need to limit school year programming opportunities due to building renovations that limited space and programming short term. Our main challenge continues to be to locate ways to serve a similar number of youth and be able to lengthen their participation time during a time when the cost of everything is increasing. During the summer, 100% of the youth are looking to attend more than one week of camp. Transportation becomes a limiting factor for attendance during the school year programming. Fidelity House is always assessing those needs in the hopes of providing a working balance of quality youth development to as many youth as possible.

**Performance Evaluation Plan:** Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

All statistical data is recorded and available for seasonal comparisons for all facets of the Outreach programming. Criteria for success is based on the number of youth/community attending our programs and the length of time services provided. Program evaluations are made seasonally, comparing past and potential use and impacting direct communication methods.

**Town of Arlington Goals:** Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan          | <input type="checkbox"/> Fair Housing Action Plan     | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan                                      | <input type="checkbox"/> Open Space & Recreation Plan | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan |   |  |

Please explain which goals and/or strategies the proposed project advances:

## Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Improve the Condition of Existing Housing: Provide decent, affordable housing                               |
| <input type="checkbox"/>            | Increase Economic Development Opportunities: Create economic opportunities                                  |
| <input type="checkbox"/>            | Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments                   |
| <input checked="" type="checkbox"/> | Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments |

## Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- |   |
|---|
| <input type="checkbox"/> Town wide  |
| <input checked="" type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in? |

3563.00

## Community Availability:

Is the proposed project available from any other providers in the community?

- |  |
|--|
| <input checked="" type="checkbox"/> No, not available from other providers in the community          |
| <input type="checkbox"/> Yes, available from other providers in the community (please explain _____) |

## E. Attachments

The following attachments must accompany this proposal:

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS) |
| <input type="checkbox"/> | One (1) copy of agency's most recent financial audit                                 |
| <input type="checkbox"/> | One (1) copy of agency's MA Certificate of Good Standing                             |

The following attachments are optional and may be used to supplement your proposal:

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Letters of Support  |
| <input type="checkbox"/> | Resumes, brochures, newspaper articles, or other organizational marketing materials |

## Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

### A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Office, Mailing		\$500	\$500
Travel		\$6,000	\$6,000
Salaries, admin 10%		\$18,000	\$18,000
Day Camp Camperships	\$21,000		\$21,000
		\$12,000	\$12,000
<b>TOTAL PROPOSED BUDGET</b>	<b>\$21,000</b>	<b>\$36,500</b>	<b>\$57,500</b>

**B. Construction Projects (Housing, Public Facilities)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
<b>TOTAL PROPOSED BUDGET</b>			

**C. Summary of Other Funding:** Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:	\$26,500	
Private:	\$10,000	
Total:	<b>\$36,500</b>	

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

**D. Cost-Benefit Analysis:** Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.  
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

$$\text{TOTAL CDBG REQUEST AMOUNT: } \$21,000 \quad \text{TOTAL NUMBER OF PROPOSED BENEFICIARIES: } \#40 = \$\underline{\hspace{2cm}} \text{ PER BENEFICIARY}$$

**E. Funding Availability:** If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

The amount of funding impacts the number of youth and the length of intervention served.

## Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

### A. NEED STATEMENT

The Menotomy Manor Program addresses the identified Arlington Service Need and plan: Increase Access to Jobs, Education, Transportation, and Other Services, specifically, to increase access to education (preschool), health and wellness, recreation, and health and social services activities.

The need to develop a firm foundation, increase developmental skills and further the social, physical and emotional growth of youth in the community are universal and is a lifelong process. This program serves youth in our community who are at risk of not receiving the same opportunities and developmental foundation because of financial and transportation considerations. 100% of the families served live in low/moderate income housing, of which 65% family incomes are deemed extremely low or very low by HUD standards. 100% of the families utilized the transportation to programming. This translates to 100% of those families being at risk to not receiving the same opportunities or developmental foundation.

### B. GOAL

Our program goals ultimately Increase Access to Education (preschool age), Transportation ( removing a barrier to participation) and Other Services ( day care and recreation activities that promote development of physical, social & emotional growth of the individual and develop citizenship).

Increase both the participation and length of participation of youth that reside at Menotomy Manor.

Decrease barriers to participation by providing transportation and financial assistance year round.

Provide a consistent presence during their developmental years that also provides prevention/intervention programming and assimilates youth into a larger community.

### C. INPUTS

Staff: Youth Program Director, Outreach Coordinator plus adjunct transport/ college/ high school age personnel.

Bus : transportation

Facilities: Day Camp location with pool, Fidelity House and onsite building use.

Scholarships: year round

### D. ACTIVITIES

The facilities, staff and transportation all work together to expand youth opportunities and experiences that will ultimately increase the physical, social & emotional growth of the individuals.

In the Summer, scholarships are offered for Day Camp (including daily swimming lessons) and transportation from Menotomy Manor to camp and back is provided.

During the school year, scholarships to programs, preschool age through high school age, are provided. Free memberships are offered.

Onsite programming is offered one day a week.

During very limited access restrictions, Fidelity House provides scholarships to youth for all child care programs that are able to operate.

### E. OUTPUTS

This program will serve 100% of families/children whose family household income levels are determined to be Extremely Low, Very Low or Moderate Low by the Federal Department of Housing and Urban Development.

Youth served will attend a minimum of one week of Fidelity House Day Camp

The program will provide opportunities in both summer and school year for youth who reside at the low income housing.

100% of the youth served will receive transportation to/from Fidelity House to Menotomy Manor.

F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
Youth will learn new skills Youth will widen their circle of friendships and community contacts Youth will gain new perspectives Youth will increase their physical, social and emotional growth	Youth remain active, healthy citizens and self reliant in adulthood.



# CDBG

community development block grant program

FUNDING APPLICATION FOR PROGRAM YEAR 51 (JULY 1, 2025 – JUNE 30, 2026)

**PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.**

## Part I. Agency & Project Summary Information

### A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

**Agency/Organization:** Fidelity House

Contact Name: Lisa Urben	Title: Youth Program Director
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Mailing Address: 25 Medford St, Arlington, MA 02474
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Email Address: fidelityhouseordir@hotmail.com	Phone: 781-648-2005
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Universal Entity Identifier (UEI) #: S7Q8KW9UXDB3 All entities receiving federal assistance must have a UEI #.	Registered on SAM.gov? <input type="checkbox"/> Yes <input type="checkbox"/> No All entities receiving federal assistance must be registered on SAM.gov
---	--

**Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)**

<input checked="" type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)	<input type="checkbox"/> Faith-based Organization	<input type="checkbox"/> Unit of Government	<input type="checkbox"/> Institution of Higher Education
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**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

### B. Project Information

Project Name: Fidelity House Sprinkler System	Is this project new to your organization? <input checked="" type="radio"/> Yes <input type="radio"/> No
---	--

Anticipated Start Date: 7/25	Anticipated End Date: 9/25
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Amount of Request: \$150,000	Project Address(es): Fidelity House
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### C. Eligibility

**National Objectives:** This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

#### Low/Moderate Income Benefit:

**Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area where at least 38.70% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: \_\_\_\_\_

**Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

**Low/Moderate Housing (LMH):** the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

**Low/Moderate Jobs (LMJ):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

#### Slum/Blight:

**Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

**Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

#### Urgent Need:

**Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

### Beneficiaries:

**Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.**

All beneficiaries are Arlington residents  
 85 % of beneficiaries are Arlington residents

**Does your project benefit any of the following demographics?**

<input checked="" type="checkbox"/> Abused children	<input checked="" type="checkbox"/> Elderly persons (age 62 and older)	<input type="checkbox"/> Battered spouses
<input type="checkbox"/> Homeless persons	<input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)	<input type="checkbox"/> Illiterate adults
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers	<input type="checkbox"/> Other (please specify): _____

**Nationally Reportable Outputs:** Please indicate the number of outputs expected for one or more categories.

Persons Served: 5000/yr +

Households Assisted: \_\_\_\_\_

Jobs Created: \_\_\_\_\_

Businesses Assisted: \_\_\_\_\_

## D. Project Summary

**Brief Project Description:** Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Fidelity House non-profit community center will install a fire protection sprinkler system into a building originally built in 1921. Once installed, the system will provide a higher level of fire protection plus allow us to connect our original building with a rebuild and provide accessibility and programming for all to both our gymnasium space and activities on 2 levels of our main building.

**Returning Applicants:** Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

N/A

**Performance Evaluation Plan:** Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

Written timeline and financial bid contract will be established prior to the project implementation. Criteria for success will be based on the length of time and financial numbers outlined in the contract.

**Town of Arlington Goals:** Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan          | <input type="checkbox"/> Fair Housing Action Plan     | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan                                      | <input type="checkbox"/> Open Space & Recreation Plan | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan |   |  |

Please explain which goals and/or strategies the proposed project advances:

## Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Improve the Condition of Existing Housing: Provide decent, affordable housing                               |
| <input type="checkbox"/>            | Increase Economic Development Opportunities: Create economic opportunities                                  |
| <input checked="" type="checkbox"/> | Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments                   |
| <input checked="" type="checkbox"/> | Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments |

## Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- |  |
|--|
| <input checked="" type="checkbox"/> Town wide  |
| <input type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in? |

## Community Availability:

Is the proposed project available from any other providers in the community?

- |  |
|--|
| <input checked="" type="checkbox"/> No, not available from other providers in the community          |
| <input type="checkbox"/> Yes, available from other providers in the community (please explain _____) |

## E. Attachments

The following attachments must accompany this proposal:

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS) |
| <input type="checkbox"/> | One (1) copy of agency's most recent financial audit                                 |
| <input type="checkbox"/> | One (1) copy of agency's MA Certificate of Good Standing                             |

The following attachments are optional and may be used to supplement your proposal:

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Letters of Support  |
| <input type="checkbox"/> | Resumes, brochures, newspaper articles, or other organizational marketing materials |

## Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

### A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
<b>TOTAL PROPOSED BUDGET</b>			

**B. Construction Projects (Housing, Public Facilities)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction	\$150,000	\$11,800	\$161,800
Acquisition			
Appraisals/Studies			
Design		\$38,200	\$38, 200
Other:			
Other:			
<b>TOTAL PROPOSED BUDGET</b>	<b>\$150,000</b>	<b>\$50,000</b>	<b>\$200,000</b>

**C. Summary of Other Funding:** Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:	\$50,000	
Total:	<b>\$50,000</b>	

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

**D. Cost-Benefit Analysis:** Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

$$\begin{array}{l} \text{TOTAL CDBG REQUEST AMOUNT: } \$150,000 \\ \text{TOTAL NUMBER OF PROPOSED BENEFICIARIES: } \#50,000 = (500) \end{array} = \$\underline{\hspace{2cm}}^{\text{3}} \text{ PER BENEFICIARY}$$

**E. Funding Availability:** If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

The timetable of delivery would be affected.

### Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

#### A. NEED STATEMENT

Fidelity House's main building was built in 1921, well before the 1943 fire code establishment in Massachusetts, and currently does not house a fire sprinkler protection system. The 1921 date also preceded building codes that addressed insuring accessibility for people with disabilities. The Sprinkler System installation addresses aspects of two identified Arlington Needs and plan. It will be enhancing the safety environment of our facility for the community and will allow Fidelity House to adjoin two buildings (our adjacent gymnasium space and our main community center building) and provide access for all to utilize our services in either building.

#### B. GOAL

Fidelity House will install a fire sprinkler system in our community center building built in 1921. The fire protection will upgrade the safety for 100% youth, adults utilizing the community programs and provide improvement of an Arlington neighborhood/recreational facility.

The addition of the fire sprinkler system will allow Fidelity House, with current 2024 building and fire codes, to connect our main building and gymnasium space and allow access for people with disabilities to utilize both our buildings for their own or their family's education (preschool), health and wellness, recreation and social service activities.

#### C. INPUTS

The Executive Director, Youth Program Director, Board appt. Consultant will oversee the delivery of project.

Professional Fire Sprinkler System Installers, supplies, necessary town permitting acquisition will be provided by the Contractor.

#### D. ACTIVITIES

The Consultant, Directors and professional Fire Sprinkler System Installers will work together during the spring/summer months, to insure timely installation of the system to upgrade the fire protection safety of our youth & community.

Upon completion of the system installation within our community center, a renovation to connect a fully accessible building to this building will be pursued to allow accessibility to people with disabilities in both buildings.

#### E. OUTPUTS

Fidelity House will be able to utilize fire protection safety that meets standards developed during a century of revisions since 1921.

The architectural barriers of stairs will be eliminated and allow all to utilize both buildings.

#### F1. SHORT-TERM OUTCOMES

The installation of a sprinkler system will reduce the risk of community loss of life up to 82% in the event of a fire.

The installation of Sprinklers will reduce the average property loss by 71% in the event of a fire.

Fidelity House's main building and gymnasium space will be able to be adjoined and share accessibility to all, increasing community program options.

#### F2. LONG-TERM OUTCOMES

The Arlington Community will have a safe and accessible community center that will continue to offer opportunities to meet, play and grow for future generations.



# CDBG

community development block grant program

FUNDING APPLICATION FOR PROGRAM YEAR 51 (JULY 1, 2025 – JUNE 30, 2026)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

## Part I. Agency & Project Summary Information

### A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

**Agency/Organization:** Food Link, Inc.

**Contact Name:** Rachel Albert      **Title:** Executive Director

**Mailing Address:** 108 Summer Street, Arlington, MA 02474

**Email Address:** ralbert@foodlinkma.org      **Phone:** 781-819-4225

**Universal Entity Identifier (UEI) #:** 47-1890355  
All entities receiving federal assistance must have a UEI #.

**Registered on SAM.gov?**  Yes  No

All entities receiving federal assistance must be registered on SAM.gov

### Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

501(c)3  For-profit authorized under 570.201(o)  Faith-based Organization  Unit of Government  Institution of Higher Education

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

### B. Project Information

**Project Name:** Enhancing Food Link Hub to improve efficiencies in food rescue      **Is this project new to your organization?**  Yes  No

**Anticipated Start Date:** July 1, 2025      **Anticipated End Date:** December 31, 2025

**Amount of Request:** \$30,000      **Project Address(es):** 108 Summer Street, Arlington, MA 02474

### C. Eligibility

**National Objectives:** This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

#### Low/Moderate Income Benefit:

**Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area where at least 38.70% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: \_\_\_\_\_

**Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

**Low/Moderate Housing (LMH):** the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

**Low/Moderate Jobs (LMJ):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

#### Slum/Blight:

**Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

**Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

#### Urgent Need:

**Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

#### Beneficiaries:

**Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.**

All beneficiaries are Arlington residents

**4 %** of beneficiaries are Arlington residents

#### Does your project benefit any of the following demographics?

Abused children

**Elderly persons (age 62 and older)**

Battered spouses

**Homeless persons**

Severely disabled adults (as defined by Bureau of Census\*)

Illiterate adults

Persons living with AIDS

Migrant farm workers

Other (please specify): \_\_\_\_\_

#### Nationally Reportable Outputs:

Please indicate the number of outputs expected for one or more categories.

Persons Served: 4065      Households Assisted: \_\_\_\_\_      Jobs Created: \_\_\_\_\_      Businesses Assisted: \_\_\_\_\_

## D. Project Summary

**Brief Project Description:** Food Link is committed to the mission of creating a more equitable food system throughout Arlington and Greater Boston while mitigating the impact of food waste on climate change. According to the Greater Boston Food Bank 34% of Massachusetts households experienced food insecurity. As of 2025 Food Link has a waitlist of 30 community organizations seeking food. In 2024, Food Link brought five agencies off its waiting list, a critical step in addressing the heightened demand for food, only to have five more organizations join the waitlist.

In 2025, Food Link will intensify its food sourcing efforts to meet the growing demand and transition waitlisted agencies onto a regular food distribution schedule. This project will support Food Link's enhancement to its operations hub to enable Food Link to be more efficient in processing a greater amount of food at the hub. More efficiency at the operations hub is a critical component to expanding distributions without the need for an expanded footprint. Specifically, Food Link seeks funding for 1) the purchase and installation of a cardboard box baler, and 2) the rewiring of the van refrigeration power outlets, including adding two more circuits. Food Link's food donations generate approximately 350 pounds of cardboard waste weekly. Management of this waste is onerous, and a baler will help systematize the process for volunteers, leading to overall efficiency in operations and supporting Food Link's ability to source and distribute more fresh food. The rewiring will provide more flexibility for Food Link to utilize refrigerated vehicles for short-term storage of perishables, thus expanding Food Link's access to refrigeration—a necessary element to distributing more fresh food.

**Returning Applicants:** Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

Food Link did not receive funding last year.

### Performance Evaluation Plan:

Food Link will measure the increased efficiency of its enhanced systems through its ability to source and distribute more fresh food in a timely manner. Food Link will measure the effectiveness of this work by tracking the amount and types of food recovered and how this impacts Food Link's ability to reduce the number of agencies on its waitlist.

In 2024, a Barr Foundation-funded project with Listen4Good helped Food Link develop enhanced survey tools that elicited meaningful responses from recipients. The results demonstrated a need for more access to specific foods, including produce, proteins, dairy, healthy prepared foods, and foods that address specific dietary restrictions. In the coming year, Food Link will work to refine its surveys to create deeper, more meaningful feedback loops that will result in better service for the end users who benefit from Food Link's fresh food distributions. Food Link will utilize its enhanced survey tools to measure the satisfaction of those receiving the food with the quantity and quality of the food delivered, with the ultimate goal of amplifying the voices of the under-resourced community members being served.

**Town of Arlington Goals:** Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Town of Arlington Master Plan                     | <input type="checkbox"/> Fair Housing Action Plan     | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan                                      | <input type="checkbox"/> Open Space & Recreation Plan | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan |   |  |

Please explain which goals and/or strategies the proposed project advances:

### Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- |  |
|--|
| <input type="checkbox"/> Improve the Condition of Existing Housing: Provide decent, affordable housing                               |
| <input type="checkbox"/> Increase Economic Development Opportunities: Create economic opportunities                                  |
| <input type="checkbox"/> Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments                   |
| <input type="checkbox"/> Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments |

### Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- Town wide  
 Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Project is located at the Food Link operations hub at 108 Summer Street but the impact of Food Link's work is town wide.

### Community Availability:

Is the proposed project available from any other providers in the community?

- No, not available from other providers in the community  
 Yes, available from other providers in the community (please explain \_\_\_\_\_)

## E. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)  
 One (1) copy of agency's most recent financial audit  
 One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- Letters of Support  
 Resumes, brochures, newspaper articles, or other organizational marketing materials

## Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

### A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
<b>TOTAL PROPOSED BUDGET</b>			

**B. Construction Projects (Housing, Public Facilities)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction	\$21,000		\$21,000
Acquisition			
Appraisals/Studies			
Design and Installation	\$4,000		\$4,000
Other: Training	\$2,000		\$2,000
Other: Landscaping	\$3,000		\$3,000
<b>TOTAL PROPOSED BUDGET</b>	\$30,000		\$30.000

**C. Summary of Other Funding:** Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

**D. Cost-Benefit Analysis:** Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project.

Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 30,000 = \$ 7.38 PER BENEFICIARY  
 TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 4,065

**E. Funding Availability:** If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Food Link uses its general operating funds for day-to-day activities, most of Food Link's individual and institutional donors provide funding for programs related to food distributions. Food Link is seeking funding from the Town of Arlington for the entire cost of this small capital project.

## Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
<p>According to the Greater Boston Food Bank, 1.9 million adults in Massachusetts, 34% of households, experienced food insecurity in 2023 and 36% percent of households experienced child-level food insecurity -- meaning a child was hungry, skipped a meal, or did not eat for an entire day. Households experiencing food insecurity reported having to make difficult choices between paying for food or other necessities, with 69% choosing between food and utilities or transportation, 62% between food and mortgage or rent, 55% between food and medical care, and 39% between food and school tuition. Food Link helps alleviate these tough decisions by providing food through social service agencies, thereby stabilizing households and reducing the stress associated with financial trade-offs. While food insecurity is soaring, food waste is also on the rise, comprising approximately 24% of municipal solid waste disposed of in landfills in Massachusetts (Massachusetts Department of Environmental Protection, September 12, 2024, New Research Highlights Massachusetts as National Leader in Food Waste Reduction [Press Release]). Food Link alleviates food insecurity throughout Arlington, Middlesex County, and Greater Boston while keeping food out of landfills, helping to tackle climate change - the EPA reports that wasted food causes 58% of methane emissions nationwide.</p>	
B. GOAL	
<p>In January 2025, Food Link will engage a consultant to conduct a deep exploration into potential new sources of surplus food upstream from the retailers that currently provide the majority of food collected. This consultant will conduct outreach on Food Link's behalf to food producers, processors, and distributors to identify several new partners who can provide surplus food in bulk. These larger shipments are an essential strategic component of Food Link's growth trajectory.</p> <p>Food Link's hub needs the enhancement outlined in this proposal to efficiently and effectively process the heightened levels of food it sources to meet the goal of distributing more fresh food to food insecure people living in and around Arlington. Simultaneously, Food Link strives to have a meaningful impact on the local environment by not only reducing the amount of food waste but also by minimizing its own carbon footprint.</p>	
C. INPUTS	
<p>Physical Inputs:          Baler -- Orwak Compact 3110 (or similar)          Poured concrete pad for baler, its shelter, staging bales          Shelter to protect baler and staged bales          Electrical work for existing source near existing shed: replace HDPE conduit with galvanized steel conduit that will accommodate three new circuits; reposition three stanchions for outlet boxes for collision avoidance.</p> <p>Staffing          Staff time for design and installation of baler and training          Landscaping</p>	
D. ACTIVITIES	
<p>Design and installation          Construction          Creating standardized systems for staff and volunteers to follow</p>	
E. OUTPUTS	
<p>350-500 pounds of cardboard per week will be processed          Increased food collection and distribution</p>	
F1. SHORT-TERM OUTCOMES	
<p>Food Link will operate more efficiently and effectively thereby increasing its food recovery work</p>	
F2. LONG-TERM OUTCOMES	
<p>More people facing food insecurity will receive nutritious food</p>	

*Rachel Albert*

Rachel Albert, Executive Director

Food Link, Inc.

CDBG Application, Town of Arlington, Program Year 51



# CDBG



FUNDING APPLICATION FOR PROGRAM YEAR 51 (JULY 1, 2025 – JUNE 30, 2026)

**PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.**

## Part I. Agency & Project Summary Information

### A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

**Agency/Organization:** Housing Corporation of Arlington

**Contact Name:** Erica Schwarz      **Title:** Executive Director

**Mailing Address:** 252 Mass Ave, Arlington, MA 02474

**Email Address:** eschwarz@housingcorparlington.org      **Phone:** 781-859-5294 x1

**Universal Entity Identifier (UEI) #:** SXFGGNQ2DST  
All entities receiving federal assistance must have a UEI #.

**Registered on SAM.gov?**  Yes  No

All entities receiving federal assistance must be registered on SAM.gov

**Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)**

501(c)3  For-profit authorized under 570.201(o)  Faith-based Organization  Unit of Government  Institution of Higher Education

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.  
NA

### B. Project Information

**Project Name:** Affordable Housing Capital Improvements      **Is this project new to your organization?**  Yes  No

**Anticipated Start Date:** 7/1/2025      **Anticipated End Date:** 6/30/2026

**Amount of Request:** \$200,000      **Project Address(es):** Multiple throughout Arlington

### C. Eligibility

**National Objectives:** This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

**Low/Moderate Income Benefit:**

**Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area where at least 38.70% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: \_\_\_\_\_

**Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

**Low/Moderate Housing (LMH):** the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

**Low/Moderate Jobs (LMJ):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

**Slum/Blight:**

**Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

**Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

**Urgent Need:**

**Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

### Beneficiaries:

**Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.**

All beneficiaries are Arlington residents

% of beneficiaries are Arlington residents \_\_\_\_\_

**Does your project benefit any of the following demographics?**

Abused children

Elderly persons (age 62 and older)

Homeless persons

Severely disabled adults (as defined by Bureau of Census\*)

Persons living with AIDS

Migrant farm workers

Battered spouses

Illiterate adults

Other (please specify): \_\_\_\_\_

**Nationally Reportable Outputs:** Please indicate the number of outputs expected for one or more categories.

Persons Served: \_\_\_\_\_

Households Assisted: 25

Jobs Created: \_\_\_\_\_

Businesses Assisted: \_\_\_\_\_

## D. Project Summary

**Brief Project Description:** Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Housing Corporation of Arlington (HCA) seeks funds to address urgent capital needs for units within our long-held Scattered Site and Capitol Square sites, and perhaps also marginally for a set of new rental units we expect to acquire in late winter. This program is not new to HCA. These improvements will preserve units and improve energy efficiency. This will result in more comfortable housing for our low-income tenants, properties that are physically and financially sound for the long term, and, in some cases, depending on the improvement, energy efficiency. Construction and capital costs have significantly increased over the last several years. The budgets originally devised for many of our properties do not cover the buildings' current capital needs today. Thankfully, HCA is nearing completion on a Capital Needs Assessment, from which we will develop a comprehensive capital improvement and refinancing plan that we will start to implement in 2025. That plan will bring our older units up to a physical standard that – barring unforeseen circumstances – will enable a fully funded, less reactive, and more scheduled, improvements schedule.

**Returning Applicants:** Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

HCA has completed two projects to date using the Program Year 50 funds, which had a contract start date of July 1, 2024. We have multiple other projects pending, including two new roofs, electrical work, porch repair and porch replacement. These projects will proceed in coming months. We expect to have expended all funds by July 2025. By early 2024, we had expended all funds awarded for Program Year 49 on other needed capital projects at our older buildings.

HCA continues to work closely with our third-party property management firm, Peabody Properties, to identify and prioritize capital needs for our 102-unit portfolio of older buildings. Our team is strong in identifying time sensitive capital needs and coordinating between HCA staff and property management staff to get quotes, have those quotes approved by the proper parties, seeking and receiving sign off from the Mass Historic Commission that the project in question will not negatively impact historic preservation, completing the work, and then requisitioning the Town for CDBG funds to cover the cost.

We were successful in initiating a capital needs assessment for our entire portfolio in 2024, which is still ongoing. We were also successful in hiring a new Real Estate Project Manager who will start in January 2025. This will enable us to develop a more comprehensive plan for capital needs and for refinancing our older units, and to raise money for such work. The result will be capital needs projects that are only rarely urgency, and most typically the result of a planned improvement that helps maintain highly physically sound buildings at all times.

We were also successful in securing a modest other capital needs grant from a private foundation. This will help to supplement CDBG funds, and also will help support some of the cost of the capital needs assessment consultant.

A prior weakness has been sluggishness in identifying building needs and not moving quickly on related capital projects. However, in the last year HCA has employed more consulting time to support asset and property management, Peabody has engaged more time from additional capital planning staff, and HCA's new real estate staff person also brings additional capacity. We have an updated tracking system in place as well. In 2025, given adequate funding, we will move projects more quickly.

**Performance Evaluation Plan:** Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

HCA will track completion of projects against capital needs plans that we develop in partnership with our property management team. Those plans will prioritize capital needs based on health and safety and impact on property budgetary concerns. (For example, degraded flooring replacement in a vacant unit so that we can move in a new tenant is more urgent than replacing a roof that is due but not showing signs of failure). Success will be met if we complete capital improvements identified as time sensitive and necessary, if upgrades are as green and energy efficient as we can afford, and if we expend all funds by the contract deadline. The approach will be both quantitative and qualitative, focusing on if we completed the capital improvement projects identified that were possible within the funding we had and the priorities we identified, if we select contractors only after reviewing multiple quotes, and if we expend all funds awarded within the contract timeline? Given the high cost of materials and labor and the range of needs among our properties, we expect to have no problem meeting our goals. Six months after the start of the contract, we will deeply review progress to date and confirm the next set of priority projects to ensure we remain on track. However, regular review of project progress will be ongoing. We will also evaluate responses to our annual tenant survey, where we ask tenants to report on their satisfaction with the quality of their homes.

Relating to the Arlington Goals section below: The Arlington Master Plan recommends using local funds, including CDBG, for affordable housing. It also recommends that the Town address the housing conditions of its aging housing stock. In the 2022 Arlington Housing Plan, in goal 3 of the section about addressing the shortage of affordable housing it is suggested that the Town should "preserve and maintain Arlington's existing supply of affordable homes". Goal 1 of the Arlington Affordable Housing Trust's 5-Year Action Plan identifies preserving and modernizing Arlington's existing affordable housing as a core goal, including identifying housing owned by HCA that may require improvements to be sustained for the long term.

**Town of Arlington Goals:** Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan          | <input type="checkbox"/> Fair Housing Action Plan     | <input type="checkbox"/> Net Zero Plan                              |
| <input checked="" type="checkbox"/> Housing Plan                           | <input type="checkbox"/> Open Space & Recreation Plan | <input checked="" type="checkbox"/> Other Housing Trust Action Plan |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan |   |   |

Please explain which goals and/or strategies the proposed project advances:

### Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- Improve the Condition of Existing Housing: Provide decent, affordable housing
- Increase Economic Development Opportunities: Create economic opportunities
- Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
- Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

### Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- Town wide
- Specific Area – Which block group(s)/census tract(s) is/are the project located in?

### Community Availability:

Is the proposed project available from any other providers in the community?

- No, not available from other providers in the community
- Yes, available from other providers in the community (please explain \_\_\_\_\_)

## E. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- Letters of Support
- Resumes, brochures, newspaper articles, or other organizational marketing materials

## Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

### A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
<b>TOTAL PROPOSED BUDGET</b>			

**B. Construction Projects (Housing, Public Facilities)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction	200,000	90,000	290,000
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
<b>TOTAL PROPOSED BUDGET</b>	<b>200,000</b>	<b>90,000</b>	<b>290,000</b>

**C. Summary of Other Funding:** Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:	Clinton Family Fund	90,000
Total:		committed
	<b>90,000</b>	

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support. The Clinton Family Fund is a small family foundation that has awarded HCA a grant specifically to support capital needs of our affordable housing. A small portion of those funds will go towards the cost of the Capital Needs Assessment that is now underway with a seasoned consultant. The complete list of present needs of our portfolio exceeds the total \$290,000 budget above, but this amount will cover our properties' most pressing needs as we finalize our comprehensive plan and secure additional funds via subsidy applications and refinancing.

**D. Cost-Benefit Analysis:** Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project.

Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

$$\text{TOTAL CDBG REQUEST AMOUNT: } \$200,000 \quad = \quad \$4,000 \quad \text{PER BENEFICIARY}$$

TOTAL NUMBER OF PROPOSED BENEFICIARIES: #50

**E. Funding Availability:** If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

If we are granted less than requested, we will apply the funds to as many projects as we can within the funding we have available.

## Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

### A. NEED STATEMENT

HCA funds seeks to support improvements focused on 102 units of our older affordable housing, currently home to 184 individuals. We may also need a small portion of these funds to support some renovations of affordable units at a new portfolio of homes we expect to acquire in late winter 2025. The portfolio of 102 older units includes 70 units among 2- to 9-unit properties throughout Arlington, known as our Scattered Site portfolio. Each building is unique, with a different schedule of prior improvements and current needs. One of our 2-family homes at 225 Broadway suffered a fire on December 23, 2024. HCA will be determining how to move forward to restore that site in coming months. While we expect insurance income to cover our needs, we may find that additional CDBG funds are needed. The 32 units in HCA's Capitol Square property also require improvements to flooring, kitchens, and/or bathrooms when there is turnover after a long-time tenant departs.

Priya Jayachandran, Executive Director of the National Housing Trust notes, "Our affordable housing system was never designed to account for the realities of maintaining housing for the long haul, particularly in the face of growing financial, security, and climate risks... What is overlooked in most housing policy discussions today are the new threats to affordable housing preservation: deteriorating economic and physical conditions in our communities, the strain that housing providers work under to maintain their portfolios, and systemic failures that allow those conditions to persist...The greatest threat to affordable housing is not the lack of resources to build, but the lack of resources to operate, maintain, and repair" (In the Rush to Build, Existing Affordable Housing is Falling Apart, May 9, 2024).

While all properties have capital reserves, they are inadequate to meet the needs. HCA requires additional funds in order to keep up with the increased cost of materials and labor as well as with the unique needs of our scattered site units. Over the last few years we have conducted a range of improvements with CDBG funds and other sources including (depending on the location), new windows, wall and ceiling repairs, refinished floors, new kitchen cabinets, new roofs, new exterior stairs and porch. However, at least every month, HCA staff learn of a new capital repair need in one of our properties.

The lack of resources to address these rehabilitation needs results in:

? Drain on financial resources and property management time: While all of our properties do meet basic health and safety code, lack of funds often results in small patches instead of the larger improvement that would fully solve the problem. The issue then requires further attention in the future because it was not comprehensively fixed. This strains our property budgets and staffing capacity, and can cause delays for other repairs that tenants need.

? Faster or increased property degradation: Once a building starts to degrade, if the degradation is not addressed, the building is vulnerable to greater damage over time. We need to ensure these structures not only meet basic health and safety code, but are available for low-income families for generations to come.

? Burden on tenants and degraded quality of life: HCA low-income tenants need and deserve high quality housing. Yet without ongoing improvements, our older properties degrade, making it harder to keep up with growing maintenance requests in a timely manner. This does a disservice to tenants and undermines HCA's ability to form positive and mutually trusting relationships with our tenants, whose partnership we need to sustain our properties.

The ultimate goal is to create a schedule of capital needs that allows for more proactive improvement projects. HCA is half-way through completing a Capital Needs Assessments for our portfolio, and will soon start to develop, raise funds for, and then implement a multi-year plan for comprehensive upgrades of our older units that include a heavy focus on energy efficiency upgrades. This will enable us to plan for and schedule improvements in the future and maintain buildings in great condition at all times. However, we must keep up with urgent capital needs in the meanwhile. CDBG funds will help ensure we continue to maintain our buildings while we complete the planning and funding of more intensive upgrades. The units to be improved are a vital source of affordable housing in the Town of Arlington and must be properly sustained.

### B. GOAL

**The sole purpose for this project is to align with the CDBG Plan goal of improving the condition of existing housing, including the preservation of rental housing to ensure units maintain code standards, and also to bring greater energy improvement where possible. We seek to ensure these older properties remain as quality affordable housing for the long term, and that near term needs don't undermine the safety or comfort for tenants, or degrade building structures, while we plan for bigger improvement to our portfolio; the planning of which is now well underway.**

### C. INPUTS

HCA's Executive Director, Erica Schwarz, and Office Manager, Ellen Roscoe-Bergman, will work closely with staff from Peabody Properties, Inc (PPI), HCA's property management firm, to implement the capital improvements. At PPI the Multi-Site Property Manager, Capital Planning Facilities Manager, and Maintenance Service Manager will advise on specific upgrades needed, secure quotes, and oversee completion of the work once HCA authorizes it to proceed. Peabody Properties maintains an extensive list of trusted vendors that they will tap to provide quotes for each project, and then oversee contracted work. The Executive Director will review quotes, give approvals, based on property needs, funds available, and HCA's sustainability goals. The HCA Office Manager will gain approval as needed from the Mass Historic Commission prior to the work starting, and will submit invoices and other documentation as required to the Town to draw down the funds.

### D. ACTIVITIES

We anticipate completing projects at a subset of the following addresses:

2 Smith Street  
5 Forest Street  
11-13 Pearce Street  
252 Massachusetts Ave  
258 Massachusetts Ave  
260 Massachusetts Ave  
104 Rawson Road  
1173 Massachusetts Ave  
122-124 Washington Street  
20 Webster Street  
48-50 Decatur Street  
77-79 Webster Street  
16 Bow Street  
29 Bow Street  
225 Broadway  
239 Summer Street  
122-124 Washington Street  
2 Orchard Place  
1016 Massachusetts Ave  
1166 Massachusetts Ave  
6 Bishop Road  
40-42 Bishop Road  
118 Rawson Road  
113 Medford Road  
27 Acton Road  
36-38 Sherborn Street  
123 Warren Street

And also possibly at the sites of two additional addresses, which HCA expects to acquire by early March, 2025. We can add those addresses to our formal request once that acquisition is complete.

### E. OUTPUTS

HCA expects to complete 5-9 projects listed in the Activities section, depending on the extent and cost of each project (for example, window replacements can be very costly). HCA will conduct these projects at an estimated 5-9 addresses, serving an estimated 25 low-income households, expected to directly impact approximately 50 individuals, who will live in an improved building and home.

### F1. SHORT-TERM OUTCOMES

Tenants living in the improved affordable homes will experience gain safer, more comfortable, (in some cases) more physically accessible and that are easier maintain and sustain in good condition. HCA will prevent further degradation of properties.

### F2. LONG-TERM OUTCOMES

Buildings evolve and degrade with time. They require constant maintenance if they are to last. Investments in HCA properties today help ensure that these affordable homes – which are a public and community resource, funded initially by multiple sources including from the Town of Arlington – will be safe, solid, affordable, healthy, and available for generations to come. Strategic improvements now will sustain our properties while we develop and start to implement a more comprehensive plan for more significant improvements across our older portfolio. The implementation of our comprehensive plan will enable HCA to shift from reacting to urgent property improvement needs to making capital improvements on a schedule, in order to maintain a very high level of housing quality at all times.



# CDBG



FUNDING APPLICATION FOR PROGRAM YEAR 51 (JULY 1, 2025 – JUNE 30, 2026)

**PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.**

## Part I. Agency & Project Summary Information

### A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

**Agency/Organization:** Lamplight Women's Literacy Center

**Contact Name:** Lisa Chiulli Lay      **Title:** CEO

**Mailing Address:** P.O. Box 404, Arlington, MA 02476

**Email Address:** lisa@lamplightliteracy.org      **Phone:** 781-859-7922

**Universal Entity Identifier (UEI) #:** H5CFS1R23ET3

All entities receiving federal assistance must have a UEI #.

**Registered on SAM.gov?**  Yes  No

All entities receiving federal assistance must be registered on SAM.gov

**Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)**

501(c)3  For-profit authorized under 570.201(o)  Faith-based Organization  Unit of Government  Institution of Higher Education

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

### B. Project Information

**Project Name:** ESOL Program

**Is this project new to your organization?**

Yes  No

**Anticipated Start Date:** August 1, 2025

**Anticipated End Date:** June 12, 2026

**Amount of Request:** 6,000

**Project Address(es):** Menotomy Manor, 2 Fremont Court, Arlington

### C. Eligibility

**National Objectives:** This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check **ONE** box.

#### Low/Moderate Income Benefit:

**Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area where at least 38.70% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: \_\_\_\_\_

**Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS

**Low/Moderate Housing (LMH):** the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

**Low/Moderate Jobs (LMJ):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

#### Slum/Blight:

**Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

**Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

#### Urgent Need:

**Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

#### Beneficiaries:

**Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.**

All beneficiaries are Arlington residents

85 % of beneficiaries are Arlington residents

**Does your project benefit any of the following demographics?**

Abused children

Elderly persons (age 62 and older)

Homeless persons

Severely disabled adults (as defined by Bureau of Census\*)

Persons living with AIDS

Migrant farm workers

Battered spouses

Illiterate adults

Other (please specify): immigrants/refugees

**Nationally Reportable Outputs:** Please indicate the number of outputs expected for one or more categories.

Persons Served: 65

Households Assisted: \_\_\_\_\_

Jobs Created: \_\_\_\_\_

Businesses Assisted: \_\_\_\_\_

## D. Project Summary

**Brief Project Description:** Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Lamplight Women's Literacy's ESOL (English for Speakers of Other Languages) program will serve 65 adult, immigrant and refugee learners with low-incomes at or below 80% of AMI. Free English language instruction will be offered four evenings a week at Arlington EATS and Menotomy Manor (twice per week at each location.) Instruction in English reading, writing, speaking, and listening will be provided at three levels: low beginner, high beginner, and intermediate. Students are regularly assessed to ensure that they are achieving intended learning gains. Students have access to individual career advising and job search assistance, as well as local social services referrals made through partner collaborations.

**Returning Applicants:** Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

**Performance Evaluation Plan:** Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

Program effectiveness and student learning will be assessed in several ways. Embedded within the curriculum are frequent formative and summative assessments (writing assignments, quizzes, etc.) that give instructors immediate feedback on the degree to which learning goals are being achieved. After every 40 hours of program participation, students will be given the Diagnostic Assessment of Reading test (DAR-2). This multi-part assessment is administered individually by a trained instructor to determine a student's grade level mastery in comprehension, vocabulary, fluency, and phonics. Students' pre and post DAR scores are compared to track students' educational gains and give a detailed picture of a learners skill profile. Please note: While the DAR-2 test is currently used by our

**Town of Arlington Goals:** Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan          | <input type="checkbox"/> Fair Housing Action Plan     | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan                                      | <input type="checkbox"/> Open Space & Recreation Plan | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan |   |  |

Please explain which goals and/or strategies the proposed project advances:  
Article 1 Citizen Service, Article 2 Diversity, Article 3 Education, Article 9 Business Development (through development of local workforce)

## Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Improve the Condition of Existing Housing: Provide decent, affordable housing                               |
| <input type="checkbox"/>            | Increase Economic Development Opportunities: Create economic opportunities                                  |
| <input checked="" type="checkbox"/> | Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments                   |
| <input checked="" type="checkbox"/> | Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments |

## Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- |   |
|---|
| <input type="checkbox"/> Town wide  |
| <input checked="" type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in? |

3563.00

## Community Availability:

Is the proposed project available from any other providers in the community?

- |   |
|---|
| <input type="checkbox"/> No, not available from other providers in the community  |
| <input checked="" type="checkbox"/> Yes, available from other providers in the community (please explain ACE provides two stand alone 8-class English classes ) |

## E. Attachments

The following attachments must accompany this proposal:

- |                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS) |
| <input type="checkbox"/>            | One (1) copy of agency's most recent financial audit                                 |
| <input checked="" type="checkbox"/> | One (1) copy of agency's MA Certificate of Good Standing                             |

The following attachments are optional and may be used to supplement your proposal:

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Letters of Support  |
| <input checked="" type="checkbox"/> | Resumes, brochures, newspaper articles, or other organizational marketing materials |

## Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

### A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Instructor salary & employer payroll taxes	7,000	8,200	15,200
Student books & binders	0	1,625	1,625
classroom supplies & curriculum printing	0	1,000	1,000
end of term celebrations	0	750	750
administration overhead cost	0	1,000	1,000
<b>TOTAL PROPOSED BUDGET</b>	<b>7,000</b>	<b>12,575</b>	<b>19,575</b>

**B. Construction Projects (Housing, Public Facilities)** Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
<b>TOTAL PROPOSED BUDGET</b>			

**C. Summary of Other Funding:** Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:	0	-
State:	0	-
Local:	0	-
Private:	12,575	committed & pending
Total:	12,575	committed (\$2,000) & pending (\$10,575)

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support. Our fiscal year runs Oct. 1st - Sept. 30th. We have \$2,000 in private donations committed to the ESOL funding of programming in September 2025. We currently are finalists for a 10K grant from the Cummings Foundation which will be announced in June. We are also finalists for a 4K grant from the Lenny Zakim Fund which will be announced in February. Lamplight receives generous in-kind support in the form of free classroom space from Arlington EATS and Menotomy Manor.

**D. Cost-Benefit Analysis:** Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project.

Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

$$\text{TOTAL CDBG REQUEST AMOUNT: } \$ \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}} \text{ PER BENEFICIARY}$$

TOTAL NUMBER OF PROPOSED BENEFICIARIES: #65

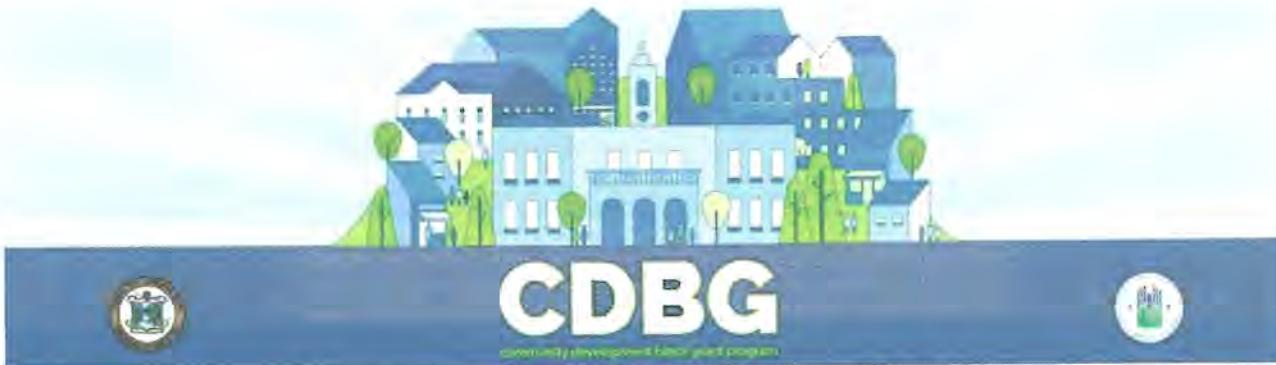
**E. Funding Availability:** If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Yes, if our project is funded at a lower amount than requested, it can still be feasibly carried out. We would need to reduce the number of levels of classes offered, subsequently reducing the number of students we have the capacity to serve.

## Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
Lamplight's first action as an organization in the summer of 2021 was to reach out to the residents of Arlington Housing Authority's Menotomy Manor. We sought to build relationships and conduct a needs assessment that asked residents what type of adult educational programming was most needed in their community. The results were a request for programming that would support people's career goals, financial stability, and ability to support their children in school. ESOL classes were one of the top requested programs and so, Lamplight responded by developing an ESOL program as its first offering. Despite adding more classes and locations since that time, we currently have a waiting list. Demand for services has steadily grown as Lamplight's reputation for quality programming became known within the community and more immigrants and refugees with low-incomes have moved into Arlington.	
B. GOAL	
Lamplight's goal is to meet the learning needs of non-English speaking, adult learners with limited incomes by providing a free, comprehensive, and effective ESOL program within the community. This program is further focused on local workforce development needs and goals. All eligible students are currently employed, under-employed, or actively seeking employment. Programming addresses Arlington's Town Goal of diversity by extending a learning community and tangible supports to all residents. It also fulfills the Town's education goal of committing to provide for life-long educational opportunities. The ESOL program further meets the Town's business goal of supporting local small businesses by creating a more skilled local workforce and facilitating job connections between residents and employers. Lastly, it provides opportunity for the fruition of Arlington's goal of community and citizen service since many Arlington residents can volunteer in the ESOL program and be supportive to their	
C. INPUTS	
To execute this project, Lamplight will leverage its experience providing effective ESOL programming to adult learners. Our comprehensive, multi-level curriculum, includes a continuum of 9 courses. Through partnerships with Arlington EATS and Arlington Housing Authority's Menotomy Manor, we have use of their accessible community room spaces in which to provide programming. Private funding will provide for the partial stipend of our part-time instructor, Ericka Scott, who holds a Masters in ESOL Teaching and has 15+ years of teaching experience. Program management and additional instructional hours will be provided by Lamplight's CEO, Lisa Chiulli Lay who holds a Masters of Education in Teaching and Curriculum and also has over 15 years experience in teaching and educational program design. Lamplight programs will be further supported by 7 skilled community volunteers, most of whom are former or current educators.	
D. ACTIVITIES	
Initially, each student meets individually with an instructor to pre-test their current English language skills and develop a learning and career goals plan. Students are subsequently assigned to one of three ESOL class levels. Our curriculum is designed to make efficient use of instructional time and progress students through a cohesive and systematic approach to English language acquisition. Each class takes a Science of Reading approach to reading instruction and explicitly focuses on comprehension, fluency, vocabulary, and phonics skill development. Writing workshop time supports students' writing and grammar skill development, while providing an opportunity for student expression and pride in longer-term project completion. Speaking and listening activities require students to practice real-world language objectives and skill integration. These engaging activities and end-of-term class celebrations build a sense of community that is key to student retention. Skilled program volunteers are used to strategically	
E. OUTPUTS	
<ul style="list-style-type: none"> <li>- Provide ESOL instruction to 65, low-income, adult learners who are working or actively looking to enter the workforce</li> <li>- Deliver 216 hours of high quality, professional ESOL instruction</li> <li>- Connect individuals to local social service supports and share information about area resources as needs arise</li> <li>- Meet with each student to discuss career goals and follow-up with career advising support including job application assistance, connections to other training programs, etc.</li> </ul>	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<ul style="list-style-type: none"> <li>- Students will increase their English language proficiency; increasing their ability to speak, listen, read, and write using English</li> <li>- Students will become aware of and access other community resources</li> <li>- Students will become aware of additional employment and training opportunities and be supported in pursuing those opportunities if they so choose</li> </ul>	<ul style="list-style-type: none"> <li>- Students will become proficient in English language, which opens up for them many new opportunities including: career advancement, community participation, continued education, and citizenship.</li> <li>- Students will advance in their career goals; securing higher paying and more fulfilling work.</li> <li>- Students will be more self-sufficient and better positioned to provide for the economic needs</li> </ul>



### FUNDING APPLICATION FOR PROGRAM YEAR 51 (JULY 1, 2025 – JUNE 30, 2026)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

#### Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

**Agency/Organization:** Arlington Housing Authority

Contact Name:	Kimberly Serra	Title:	Executive Director
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Mailing Address:	4 Winslow Street, Arlington, MA 02474
------------------	---------------------------------------

Email Address:	kserra@arlington.k12.ma.us	Phone:	5514276682
----------------	----------------------------	--------	------------

Universal Entity Identifier (UEI) #:	D8BTAQ31FGD9	Registered on SAM.gov?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
All entities receiving federal assistance must have a UEI #.				

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

<input type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)	<input type="checkbox"/> Faith-based Organization	<input checked="" type="checkbox"/> Unit of Government	<input type="checkbox"/> Institution of Higher Education
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**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

#### B. Project Information

Project Name:	Operation Success	Is this project new to your organization?
---------------	-------------------	---

Yes  No

Anticipated Start Date:	9/22/25	Anticipated End Date:	6/18/26
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Amount of Request:	4000	Project Address(es):	2 Fremont Court, Arlington, MA 02474
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#### C. Eligibility

**National Objectives:** This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.

##### Low/Moderate Income Benefit:

Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 38.70% of the residents make a low- or moderate-income. Please refer to the map located at <https://geemap.ffcic.gov/FFIECGeoMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: 06010

Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

##### Slum/Blight:

Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

##### Urgent Need:

Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

#### Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All beneficiaries are Arlington residents

\_\_\_\_\_ % of beneficiaries are Arlington residents

#### Does your project benefit any of the following demographics?

<input type="checkbox"/> Abused children	<input type="checkbox"/> Elderly persons (age 62 and older)	<input type="checkbox"/> Battered spouses
<input type="checkbox"/> Homeless persons	<input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)	<input type="checkbox"/> Illiterate adults
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers	<input checked="" type="checkbox"/> Other (please specify): <small>Low income residents</small>

**Nationally Reportable Outputs:** Please indicate the number of outputs expected for one or more categories.

Persons Served: 15

Households Assisted: 13

Jobs Created: \_\_\_\_\_

Businesses Assisted: \_\_\_\_\_

#### D. Project Summary

**Brief Project Description:** Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Operation Success provides middle school and high school students living in Menotomy Manor with resources to encourage their academic success. These include access to computers, school supplies, and one-on-one academic assistance from Arlington-area educators.

Additionally, when available, students are also provided with a group trip to attend a cultural event or a class focused on a particular life skill.

**Returning Applicants:** Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

The students in our program attended regularly and showed notable improvement in their organization skills, study techniques, and ability to grasp their academic material. Additionally, we maintained strong community support. Our primary challenges were being able to provide sufficient school supplies and engage in community outreach due to limited funds.

Our new program evaluation system indicates that students are more easily able to reach their academic potential with support from our program, that they are able to more easily prioritize their work, and that the majority of their school supplies come from Operation Success.

**Performance Evaluation Plan:** Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

Our new Program Evaluation Process will consist of both qualitative and quantitative components. Throughout the school year, we will be recording student attendance as well as tracking metrics measuring how well the students are applying what they've learned in our program. These metrics will consist of measurables such as the frequency with which students struggle with their material and their improvement in skills of time management, organization, and planning.

We will also have students complete a self-assessment questionnaire. As a key component of our program is instilling students with a strong sense of self-sufficiency--as well as a connection to their local community--it is vital for us to know how well our program provides students with the knowledge that they can use these skills long-term and independently.

**Town of Arlington Goals:** Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan          | <input type="checkbox"/> Fair Housing Action Plan                | <input type="checkbox"/> Net Zero Plan                         |
| <input type="checkbox"/> Housing Plan                                      | <input checked="" type="checkbox"/> Open Space & Recreation Plan | <input checked="" type="checkbox"/> Other Arlington Town Goals |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan |  |  |

Please explain which goals and/or strategies the proposed project advances:

#### Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- |  |
|--|
| <input type="checkbox"/> Improve the Condition of Existing Housing: Provide decent, affordable housing                               |
| <input checked="" type="checkbox"/> Increase Economic Development Opportunities: Create economic opportunities                       |
| <input type="checkbox"/> Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments                   |
| <input type="checkbox"/> Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments |

#### Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- |   |
|---|
| <input type="checkbox"/> Town wide  |
| <input checked="" type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in? |

Menotomy Manor - Census Tract 3563.00

#### Community Availability:

Is the proposed project available from any other providers in the community?

- |  |
|--|
| <input checked="" type="checkbox"/> No, not available from other providers in the community          |
| <input type="checkbox"/> Yes, available from other providers in the community (please explain _____) |

#### E. Attachments

The following attachments must accompany this proposal:

- |   |
|---|
| <input type="checkbox"/> 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS) |
| <input checked="" type="checkbox"/> One (1) copy of agency's most recent financial audit                      |
| <input type="checkbox"/> One (1) copy of agency's MA Certificate of Good Standing                             |

The following attachments are optional and may be used to supplement your proposal:

- |  |
|--|
| <input type="checkbox"/> Letters of Support  |
| <input type="checkbox"/> Resumes, brochures, newspaper articles, or other organizational marketing materials |

## Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

### A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
School Supplies	2700	1000	3700
Office Supplies	300	500	800
Event Fees	500	1000	1500
Academic Support	0	48000	4800
Administrative Expenses	500	200	700
<b>TOTAL PROPOSED BUDGET</b>	<b>4000</b>	<b>75000</b>	<b>11500</b>

### B. Construction Projects (Housing, Public Facilities)

Note: Federal wage rates may apply for some construction projects.

Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
<b>TOTAL PROPOSED BUDGET</b>			

**C. Summary of Other Funding:** Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:	Individual Donations and In-kind labor	7500
Total:		<b>7500</b>
		<b>committed</b>

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

Our board has committed \$200 in contributions for administrative expenses, which will support expanded analytics for Program Evaluation. We will also be hosting an annual fundraiser which generates, on average, \$2,500 in contributions.

These contributions are used to purchase school and office supplies for the children's use as well as fees for the cultural or life skills event.

Additionally, Arlington educators provide us with 192 total hours of academic support provided to the students. We've calculated the in-kind value of this to be \$4,800 (192 hours @ \$25/hr)

### D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project.

Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

$$\frac{\text{TOTAL CDBG REQUEST AMOUNT: } \$4000}{\text{TOTAL NUMBER OF PROPOSED BENEFICIARIES: } \#15} = \$ \underline{266.67} \text{ PER BENEFICIARY}$$

### E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Yes, but with a reduction of services provided. As all of our volunteers are unpaid, we would still be able to provide direct educational support. However, reduced funding may require that we cut the cultural/life skills outing and, potentially, reduce the amount of school supplies, such as backpacks, that we can provide the students in our program. Students have indicated the majority of their supplies come from our program. With an increase in cost and increase in student numbers, we need more funding for the supplies.

### Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

#### A. NEED STATEMENT

A key component of economic advancement is education. Given that 97% of Arlington residents over the age of 25 have at least a high school diploma, graduating from high school is absolutely essential for the 5.4% of Arlington residents that live in poverty. Without reaching this level, it would be extremely difficult for those individuals to be competitive in the job market and achieve financial stability.

For children living in low-income housing, financial restraints severely limit access to resources and support--such as internet access or after-school tutoring--making academic success even more difficult.

#### B. GOAL

To provide students living in Menotomy Manor with the support needed to achieve academic success and build life skills while encouraging a sense of belonging within their local community.

#### C. INPUTS

10 Arlington Public School educators with an average of 15 years of professional teaching experience. Our new clerk has professional non-profit experience as well as 13 years of experience in data analytics, which will be used to provide detailed data for program evaluation.

#### D. ACTIVITIES

1.5 hours of direct one-on-one support from current and retired Arlington Public School educators Monday-Thursday evening. Students will be provided with support on their current assignments to help ensure grasping of the material, as well as assistance in developing transferable skills such as organization, time management, clarity in writing...etc.

We will also provide the students with a group trip to one cultural event or class/seminar focused on a particular life skill. Cultural events will have a Massachusetts-centric theme (such as attendance to a MA team sporting event, historical tour...etc.). These events provide a sense of connection to their local community as well as providing substantial mental health benefits by allowing them the ability to attend events that are available to their peers but may be inaccessible to them due to financial constraints, preventing a sense of alienation from their friends and classmates. Life skills classes will be focused on those skills that are essential for daily life as well as potentially serving as the foundation for a later marketable skill (e.g., cooking classes, art skills...etc.)

#### E. OUTPUTS

15 middle school and high school students of Arlington Public Schools that reside in Menotomy Manor

#### F1. SHORT-TERM OUTCOMES

Students learn skills that improve their academic performance and reduce stress and anxiety related to their schoolwork. Students develop transferable skills, such as time management and organization, that can be applied to other areas of life. Students also feel a greater sense of belonging and attachment to their local community.

#### F2. LONG-TERM OUTCOMES

The skills learned in our program lead to increased economic opportunity, potentially as a result of improved grades, graduation rates, college attendance, or marketable skills.



**TOWN OF ARLINGTON**  
DEPARTMENT OF PLANNING and  
COMMUNITY DEVELOPMENT

TOWN HALL, 730 MASSACHUSETTS AVENUE  
ARLINGTON, MASSACHUSETTS 02476  
TELEPHONE 781-316-3090

To: Select Board, CDBG Sub-Committee  
From: Claire V. Ricker, AICP – Director of Planning and Community Development  
Date: December 12, 2024  
RE: CDBG Program Year 51 – request for funds

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On behalf of the Department of Planning and Community Development, I am pleased to submit to you the following requests for Community Development Block Grant (CDBG) funds for Program Year 51 which runs from July 1, 2025, through June 30, 2026. These requests were developed to fall within the U.S. Department of Housing and Urban Development's mandated Planning and Administration cap of 20% of the Town's annual CDBG award.

**Planning:**

**Planners** – This is a request for **\$57,000** to fund a portion of the salary and fringe benefits for Department staff working on CDBG-related activities. Duties and responsibilities involve data gathering and analysis, survey creation and implementation, community engagement, land use planning and zoning activities, affordable housing studies and plan implementation.

**Long Range Planning for Housing and Community Development Studies** – This is a request for **\$67,500** to fund development of a comprehensive Master Plan update for the Town of Arlington. These activities will include:

- Studying the needs of extremely low-income and underhoused individuals and families to inform future funding applications and allocation of resources.
- Identifying resources to preserve homes that are on track to lose affordability due to expiring deed restrictions and other activities which advance affordable housing planning.
- Working with a planning consultant to conduct planning analysis, engage in enhanced community outreach, and advance recommendations from the Connect Arlington transportation plan, the Net Zero Action Plan, and the Affordable Housing Action Plan in order to develop an update to the Town of Arlington Master Plan.

**Administration:**

**CDBG Administrator** – This is a request for **\$86,111** to fund the salary and fringe benefits of the CDBG Administrator position. This staff person is responsible for the daily financial administration of the CDBG program and coordination of grant activities with program directors. The administrator is also responsible for maintaining all records and completing the reporting requirements of the CDBG program as required by HUD.

**General Administration** – This is a request for **\$19,389** to fund administrative costs related to overall program development, management, coordination, monitoring, and evaluation. This line item also includes funding legal advertising, membership dues for consortia and associations, and training and travel costs for the Administrator.

**Total Request for Planning and Administration: \$230,000**



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**Town of Arlington, Massachusetts**

**Town Manager Evaluation**



## Town of Arlington, Massachusetts

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### Broadway Neighbors Coalition Community Design Proposal

#### **Summary:**

Vincent Baudoin

#### **ATTACHMENTS:**

Type	File Name	Description
<input checked="" type="checkbox"/> Reference Material	Better_Broadway_Letter_CR.pdf	Reference

# BROADWAY NEIGHBORS COALITION



Contact Information:  
Vincent Baudoin  
(781) 819-4439  
[vince.arlington@gmail.com](mailto:vince.arlington@gmail.com)

October 9, 2024

## Broadway Neighbors Coalition releases community design proposal for a better Broadway

Recent positive steps point to an exciting future for the Broadway corridor, but residents see a need—and opportunity—for near-term changes to improve safety & accessibility.

### Who are We?

The Broadway Neighbors Coalition (BNC) is a neighborhood group centered on the Broadway & Warren corridor in East Arlington. We advocate for safe streets improvements—improved crosswalks, separated bike lanes, smarter parking—and other initiatives to make our streets and neighborhood safer and more vibrant. The BNC is led by a steering committee including Town Meeting members Vincent Baudoin, Jennifer Litowski, Catherine Farrell, Paul Schlichtman, and Ratnakar Vellanki.<sup>1</sup>

### Recent Progress

Three events create an opportunity for a safer, better Broadway.

First, at its August 19 meeting, the Select Board voted to rescind the special speed regulations on Broadway and Park Avenue. The change will need to go to MassDOT for approval; if approved, the speed limit on Broadway would revert to the Townwide limit of 25 MPH instead of the current limit of 30 MPH. The Town could post advisory (yellow) 25 MPH speed limit signs as a reminder to drivers. The BNC thanks the Select Board and the Transportation Advisory Committee for their work on this issue, which prepares the ground for redesign of the Broadway corridor for lower vehicle speeds and improved safety.

Second, [according to a September 12 news release](#), the Town of Arlington has won a \$1.1 million grant from the Boston Metropolitan Planning Organization to redesign Broadway as a Complete Street. "The Broadway Corridor Redesign Project... will study the one-mile corridor from Alewife Brook Parkway to Mass Ave and design improvements for increased access by persons who walk, bike, roll, or use transit. The project will also investigate methods for calming vehicle speeds, improving stormwater management, and mitigating urban heat island effects." However, construction would not begin until 2029 at the earliest and would require the Town to secure millions of dollars of additional funding.

Third, the east portion of Broadway is currently being dug up for water main work, which will be followed by repaving and restriping. This provides an excellent opportunity to update the street design in ways that will reinforce the new speed limit and provide a safer, more welcoming environment.

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<sup>1</sup> Former Steering Committee members Phil Goff and Katherine Fleming resigned in Aug. and Sept. 2024, respectively.

## Need for Near-Term Improvements

With a full redesign of the street five to ten years away, there is an urgent need for near-term improvements. Our community engagement work found common and urgent concerns including:

- Lack of crosswalks
- Crosswalks lack safe features such as proper lighting, signage, grade changes, curb extensions
- Lack of bike lanes
- Unsafe vehicle speeds
- Bus stops lack accessible curb cuts, benches, trash cans, poor signage
- Issues with visibility at street corners
- Lack of shade trees
- High-speed cut-through traffic on side streets

While changing the speed limit is a positive step, we do not expect that it will meaningfully improve safety without other physical changes to the street. For example, cars coming across Route 16 from Somerville regularly treat Broadway as a drag strip, creating a quarter-mile section with no safe place to cross. Once the street is repaved following the water main rehabilitation work, the problem could actually get worse if the restriping follows the old, outdated design.

The Broadway Neighbors Coalition has developed a conceptual design for near-term safety and mobility improvements for the entire length of Broadway. This design could be implemented quickly and relatively inexpensively using tools like paint, flex posts, and signage. This aligns with the street design best practice of piloting changes using quick-build measures so the design can be evaluated and tweaked if necessary.

## Community-Based Process

The Broadway Neighbors Coalition held a "Broadway Street Safety Walk and Spring Meeting" on June 10, 2023, at North Union Park. Participants discussed areas of concern and listed potential safety enhancements and neighborhood improvements. Notable guests included Sean Garballey (State Representative) and Laura Swan (Chair of the Transportation Advisory Committee).

The BNC Steering Committee then held two internal design charrettes to develop conceptual street designs. The first, held on September 9, 2023, focused on the east half of Broadway, particularly the  $\frac{1}{4}$  mile section from Marathon Street to Route 16. Scott Smith (member of the Bicycle Advisory Committee) and John Aslanian (member of the Transportation Advisory Committee) were invited guests. The second charrette, on December 16, 2023, focused on the remainder of the Broadway corridor.

The BNC held a second spring meeting on March 23, 2024, at the Fox Library, with approximately 23 people in attendance. Steering committee members presented their conceptual street designs to the attendees. Working in groups, participants reviewed the designs and provided suggestions and further feedback. The result is the attached proposal, in two parts.

### Part 1: Broadway Streetscape Proposal

The Broadway Streetscape Proposal is a conceptual redesign of the full length of Broadway from Arlington Center to Route 16. It includes improvements for people walking and cycling, in alignment with the Connect Arlington Plan, including:

- Separated bicycle lanes (SBL) in both directions for nearly the entire 1-mile stretch. Parking would be relocated to one side of the street, indicated in red. At certain limited areas with concentrations of businesses, on-street parking could be maintained on both sides of the street, but this would require safety features.
- Added crosswalks at Allen Street, Rawson Road, Bates/River, and Silk/Sunnyside. Rectangular Rapid Flashing Beacons (RRFBs) at key crosswalks. Special intersection treatments, such as raised crosswalks / speed tables, should be considered at certain intersections.
- Bus stop locations are clarified and, in some cases, adjusted.

## Part 2: Broadway East Streetscape Proposal

The Broadway East Streetscape Proposal is a more detailed schematic design for the section between Marathon Street and Route 16. Because water main work already requires this section of Broadway to be repaved and restriped, we believe this design could be fully implemented by 2025/26 with little additional cost or difficulty. Notably, this section has very little demand for on-street parking, making it possible to introduce separated bike lanes as well as a turn lane at the Broadway/Route 16 intersection.

- This design shows bike lanes between the lane of traffic and the lane of parked cars, with a 2-foot buffer at the 'door zone' to protect cyclists from opening doors. However, we encourage the Town to also study whether parking-separated bike lanes would be beneficial.
- We propose consolidating two bus stops, Broadway @ Silk and Broadway @ Sunnyside, into a single bus stop that is accessible via a crosswalk and curb cut.
- We encourage the Town to implement other safety measures not shown on the sketch, such as improved signage, better lighting at crosswalks, speed tables / raised crossings, and other best practices.

## Conclusion

We ask the Select Board, Planning Department, and Public Works Department to review this design and the community concerns that generated it. We hope the Town will seek community further input with a view to implementing many of these suggestions in the near term.

We believe these changes will make Broadway safer for everyone, including residents, patrons of local businesses, and the students who attend the many schools along Broadway. We also believe this dialogue can kick-start the community engagement process for the full Complete Streets redesign and help test many of the features that could eventually be included in such a design.

Signed,

Vincent Baudoin, Silk St.

Jennifer Litowski, Oxford St.

Catherine Farrell, Park St.

Paul Schlichtman, Mystic St.

Ratnakar Vellanki, Adams St.

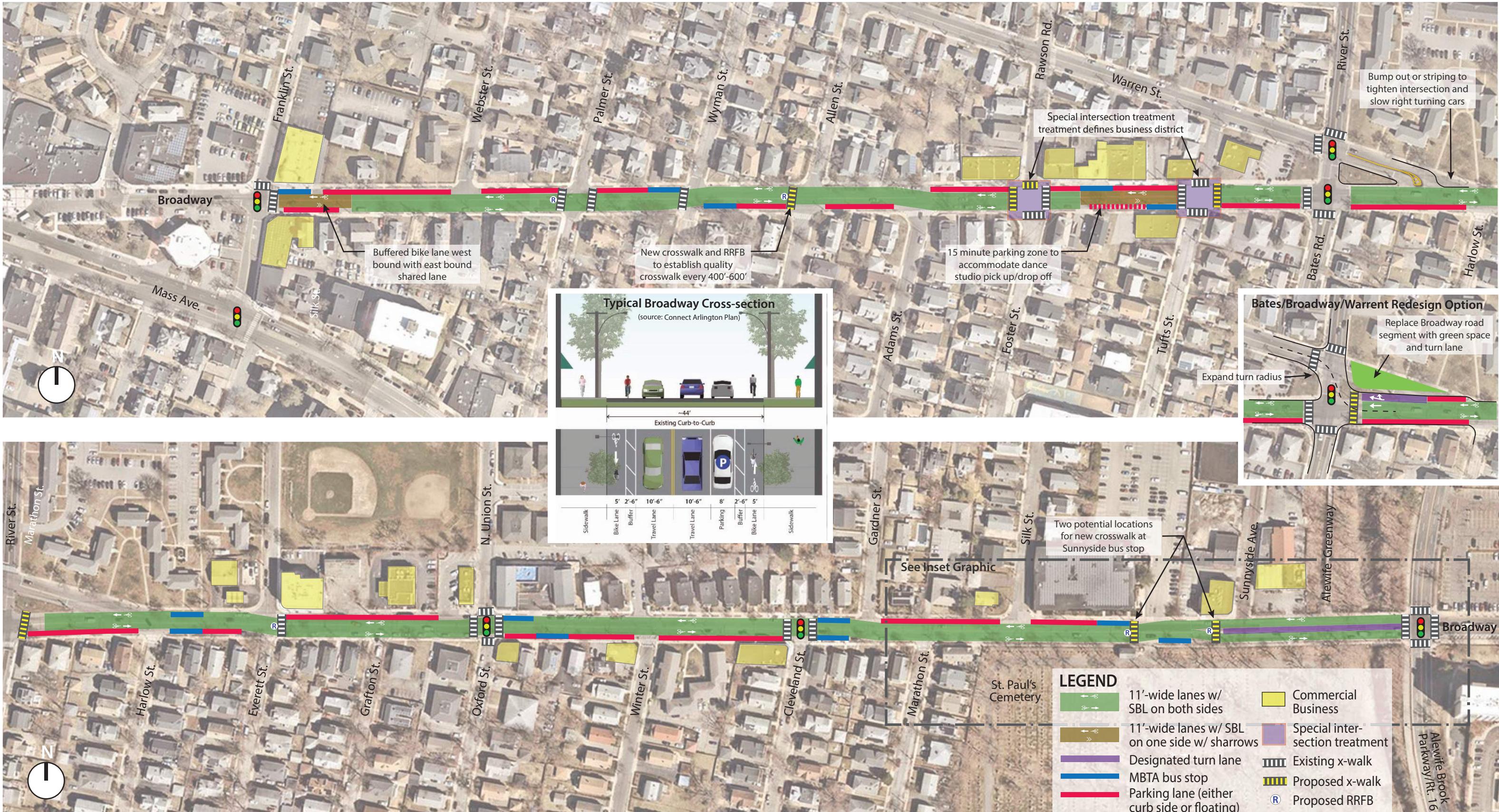
& members of the Broadway Neighbors Coalition

# Broadway Streetscape Proposal, Arlington

March 2024



EVERWHERE  
ARLINGTON   
**Livable Streets Coalition**



# Broadway East Streetscape Proposal, Arlington

October 2023



EVERWHERE  
ARLINGTON   
**Livable Streets Coalition**





## Town of Arlington, Massachusetts

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### Request for Intersection Dedication in Honor of PFC Christopher Dareing Brine

**Summary:**

Derek Brine

**ATTACHMENTS:**

Type	File Name	Description
<input checked="" type="checkbox"/> Reference Material	D._Brine_CR.pdf	CR - D. Brine

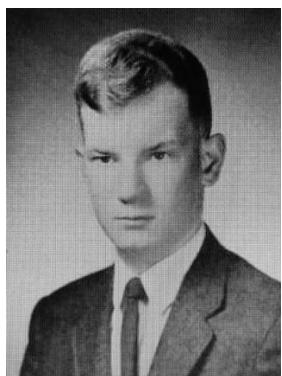
Derek Brine  
14 Linden St  
Boston MA, USA  
02127

January 11<sup>th</sup>, 2025

Arlington Select Board Town Hall  
730 Massachusetts Avenue  
Arlington, MA, USA  
02476

Dear Members of the Arlington Select Board,

I am writing to formally request the dedication of the intersection of Churchill Avenue and Windermere Avenue, Arlington, MA, in honor of PFC Christopher Daring Brine, my uncle, who gave his life in service to our country during the Vietnam War. As Chris's nephew, I never had the privilege of meeting him - I was born in 1983, sixteen years after his passing - but I have come to know him through my father's memories and a collection of documents that paint a portrait of a young man who embodied the ideals of service and sacrifice that he wrote about as an Arlington High School student.



Chris was born in Boston on December 20, 1947, and lived at 24 Windermere Avenue, Arlington until his enlistment in the U.S. Marine Corps in July 1966. He was a young man of remarkable character who touched many lives in his brief nineteen years. He had a passion for hockey and played with the St. Agnes Catholic Youth Organization Clippers where his impact extended beyond the ice, forming lasting friendships with his teammates who remembered him for his kindness and team spirit. His personal letters reveal someone who thought deeply about others - writing home from Vietnam, he asked that news of combat dangers be kept from his mother to spare her worry, while sharing thoughtful observations about life and duty with his teachers and friends. My father remembers his brother as someone who balanced youthful enthusiasm with mature reflection, showing both humility about his own choices and genuine concern for others. These qualities, combined with his quiet courage and strong sense of duty, left an indelible impression on the Arlington community he called home.

As reported in the Boston Globe, while many of his Arlington High School Class of 1966 classmates were making plans for college, Chris made the conscious decision to enlist in the Marines. It is not surprising he did so, as during his high school years, Chris demonstrated an extraordinary understanding of sacrifice and duty that proved tragically prescient.

In a Memorial Day essay he wrote in 1966 just months before his enlistment, Chris reflected: "Memorial Day is a time to honor and remember all patriotic people of our country who have given up their lives to preserve our freedom... Think of all the plans that you have for the future and remember that these men and their loved ones also had a dream that had to be given up." Less than a year later, Chris would make that ultimate sacrifice himself.

After training at Parris Island and Camp Pendleton, Chris was deployed to Vietnam with Company A, 1st Amphibian Tractor Battalion, 3rd Marine Division. His courage was evident when, on March 3, 1967, he was wounded by a mine explosion but chose to continue with his unit rather than be relieved. Just weeks later, on April 7, 1967, during Operation Canyon near Danang, his amphibious vehicle struck a hostile explosive device. Chris sustained severe injuries and was evacuated to the 106th General Hospital in Yokohama, Japan, where he was tended to under the dedicated care of military medical staff. He succumbed to his wounds 9 days later on April 16, 1967, at just 19 years of age. For his valorous service, he was awarded numerous military honors, including:

- The Purple Heart Medal for wounds received in action
- The Presidential Unit Citation
- The Combat Action Ribbon
- The National Defense Service Medal
- The Vietnam Campaign Medal
- The Republic of Vietnam Meritorious Unit Citation (Gallantry Cross Medal with Palm)
- The Gold Star Lapel Button

Chris's sacrifice deeply moved his community. Jon Deveaux, a well-known classmate from Arlington High School, wrote powerfully in the Arlington Advocate about his friend under the headline "Chris Died for His Belief... and That Means a Lot." In personal correspondence with Chris' parents after Chris' death, Mr. Deveaux captured the community's response noting, "All of us felt proud in our grief." Chris's own letters from Vietnam reveal his character - writing to his high school teacher just two months before his death, he expressed both his commitment to service and his compassion for the Vietnamese people, noting "I am glad to be doing my part." These testimonials speak to how Chris's life and sacrifice touched not only his family and friends but inspired reflection throughout the Arlington community.

The intersection I am proposing for dedication is mere steps from Chris's childhood home, where he grew up with my father and their family. Its dedication would serve as a lasting reminder of Chris's sacrifice and would honor his own words about the importance of remembering those who gave their lives for our country. As he wrote in that prescient Memorial Day essay: "It seems only fair that we should participate in some way to honor those who have helped us so greatly."

Further, this request aligns precisely with the Public Memorial Committee's criteria, particularly their emphasis on "Distinguished military service" as a primary consideration for memorialization, while the proposed location fits appropriately within Level 3 of the Committee's established levels of memorialization.

I respectfully request that the Select Board consider this proposal to memorialize PFC Christopher Dareing Brine at the intersection where he spent his youth, ensuring that future generations of Arlington residents will remember his service and sacrifice.

Sincerely,

Derek Brine  
+1-617-233-0510  
brine@alum.mit.edu

Memorial Day 1986

A

Memorial Day is a time to honor and remember all patriotic people of our country who have given up their lives to preserve our freedom. We never think about the men who have died unless it was someone close to our hearts.

On May Thirtieth of this year we are going to celebrate another Memorial Day and we should try to make it a time of thanks for the freedom we are enjoying now. In a few years some of the boys in our high school today may have given up their lives knowing that their families are safe within the boundaries of our country. Everyday there are boys our age being killed in wars and how often do we think of this fact.

Our heroes are decorated for their glorious actions and I believe that everyone who fights in a war should be honored, but especially the dead who have given up the most they have for us. It seems only fair that we should participate

in some way to honor those who have helped us so greatly.

Think of all the plans that you have for this future and remember that these men and their loved ones also had a dream that had to be given up families often remember and honor someone whom they loved and who has died on a war, but there is only one day that grateful Americans honor them.

On this Memorial Day let us show a real tribute to our dead by making sure their graves are decorated as you would like. done if you had no one to remember you. Also show respect for these men at least on this one day because you live free and happy every other day of the year because of the great donation they have made to America and you.

## PFC. CHRISTOPHER D. BRINE, 19, IN VIET; ARLINGTON SERVICES

A solemn high Mass of requiem for Marine Pfc. Christopher D. Brine, 19, of 24 Windemere Ave., Arlington, will be celebrated at 9 a.m. Saturday at St. Agnes Church, Arlington.

Pfc. Brine died April 16 at the U.S. Army 106th general hospital in Yokahama where he was being treated for burns received in the

Danang area of South Vietnam on April 7. He had sustained 2nd and 3rd degreee burns over 90 per cent of his body when the amphibious tractor on which he was riding detonated a hostile explosive device. His body was brought back to Boston Tuesday.

A June, 1966 graduate of Arlington High School, he played hockey with the CYO Chipperz. After enlisting in the Marines, he served at Parris Island, Camp Lejeune and Camp Pendleton before being sent to Vietnam last January.

He leaves his parents, Henry J. and Amy (Dareing) Brine of Arlington; two brothers, David H. and Henry J., Jr. both of Arlington; and a sister, Mrs. Susan Heaney of Lexington.

APR 1  
21  
67  
1967  
1967

H. Wilson, 234  
May st., will be admitted to  
the Knight of Armour Club,  
the honorary organization for  
outstanding agents of The  
Traveler's Insurance Com-  
pany at a special conference  
to be held in late June at the  
Mountain House, Whitefield,

#### HIGH SCHOOL SOCIAL

All high school members  
are invited to attend the  
monthly High School Social  
May 12, from 8 to 10:30.  
Program includes gym  
games, records, dancing,  
games room and special ac-  
tivity of the month.

## "A Real Nice Guy"

Dear Sir:

Unfortunately, most obituaries don't and can't tell  
what someone was really like as a person. I didn't know  
Chris Brine intimately, but I did know Chris well—well  
enough to be able to say proudly that I was a friend of  
Chris Brine's.

Chris was what we members of the so-called "new  
generation" would call a nice kid. This is a tribute which  
surprisingly few guys can claim. There are plenty of cool  
guys, bad guys, good athletes, hot ticket, etc. Chris  
was a nice guy.

Chris had no enemies that I knew of, with the exception  
of the V.C. Chris believed with all his heart that the  
Viet Cong and the North Vietnamese were definite ene-  
mies of the U.S. I called Chris over one weekend in the  
fall when I was home, for I had heard that he was going  
to Viet Nam.

I expressed some very slight doubts about our being  
in Viet Nam. I also said some of my confusion was due  
to the fact that 18 and 19 year olds like himself were  
fighting in the Viet Nam Jungles while most of us were  
leading the relatively easy life of the college student—  
it didn't seem fair. Chris could easily have told me that  
I, a blanket-blank protestor, should join up!

Chris didn't say this. His answer displayed intelligence  
and tolerance that our more wise and older "leaders"  
should show.

His answer, I'll never forget it, went something like  
this. "I respect your views, Jonny, but I feel we should  
be in Viet Nam. If we let the Communists take over  
South Viet Nam, they will take over all of Southeast Asia.  
They've got to be stopped somewhere." He went on to  
say that the country needed all the college students it  
could get and that some had to fight in Viet Nam—so it  
shouldn't be him.

Chris is dead now. I'm still confused about the war.  
The President is our elected leader and he is supposed  
to know what is best for the country. I agree, when it  
comes down to this, we should go along with our President.  
I'm not sure.

What I am sure about is that Chris died for something  
that he believed in, something he thought was right. His  
many, many, saddened friends have taken consolation in  
this as they have reassured what is meaningful in their  
lives. No, Chris hasn't died in vain. He has made many  
of us think. He has helped preserve our democracy. . .  
He was a real nice kid.

Sincerely,

Jon Devous  
New Haven, Conn.

ARLINGTON ADVOCATE



(AP Wirephoto)

**BREAK FROM BATTLE**—Marine radio operator catches a nap, after the exhausting battle to win Hill 881 in the northwestern corner of South Vietnam. He clutches a cigarette, pen and pad in his hands, as he dozes.

## 'Chris Died for His Belief, ... and That Means a Lot'

By JAMES SOUTHWOOD

Their decisions were made. They were counting the days to graduation. Like other graduating high school classes, there were some members of the class of 1966 who would go to college, some who would not and some who would enlist in the military.

Jon Deveaux, 19, was a star athlete. He decided to go to college.

**HIS FRIEND CHRIS BRINE** enlisted in the U.S. Marines.

That was a year ago at Arlington High School.

Jon Deveaux is a freshman at Yale University.

Chris Brine is dead. Pfc. Christopher D. Brine died April 16 at an Army hospital in Japan of burns he received one week earlier when an amphibious tractor exploded in the Danang area of South Vietnam.

Jon Deveaux wrote a letter to the Arlington newspaper in which he recounted his friendship with the dead Marine. He told of what his high school classmate believed about the war in Vietnam.

**THE LETTER WAS** an elegy. Simply writ-

ten, it was a tribute to Chris Brine. The appearance of the letter in the local newspaper meant a lot to the young people of Arlington. Jon Deveaux was a well-known athlete.

What made it really important is that Chris Brine's college friend recalled a weekend meeting with the young Marine when he was home on leave and Jon Deveaux was home from college.

They talked about the war in Vietnam. Jon Deveaux says, "I'm confused about the war. I don't know whether we should be there or not."

"**BUT I DO KNOW** that Chris believed we should be there and he died for his belief. And that means a lot. The war in Vietnam is a real big issue at Yale. We talk about it a lot. I don't know if Chris' death has changed my attitude, but it has made me think."

"It has made everyone who knew Chris think. Maybe that is the most important thing," said Jon Deveaux.

Jon Deveaux said something else. "I guess this is happening to a lot of high school classes all over the country. You know, friends you went to school with and never see again. Until you hear that they have died in Vietnam."

Dear Mr. + Mrs. Brine,

I'd just like to thank you for your kind note and also tell you how truly sorry I am about Chris's death. Of course, your note was entirely unnecessary, but again, I thank you.

In writing my letter to the advocate, I just wanted to pay tribute to a good friend since I didn't feel I could be home for Chris's funeral. I felt I had to do something - his death had touched me deeply. The reaction my letter produced was completely unforeseen, I feel sort of guilty because of the ~~few~~ nice words I have gathered for myself by my letter - this seems to have taken away something from what was to be just a tribute - at least in my eyes this seems to have happened - I hope it isn't so.

Thank you for sending the Eulogy - it is beautiful. What is said in the Eulogy is sort of what Bobby Bertagna and myself had felt was good (if there can be anything good in death) in Chris's death. Bobby told me how beautiful the mass and funeral was. He told me we felt proud in his grief. All of us felt proud in our grief. We sort of thought Chris would have liked to have gone this way. In death he has moved even higher in all our esteem.

Sincerely yours,

Jonny Deneaux

P.S. I hope to God that this note has not prolonged or added to your grief. If it has, I'm very sorry.

United States Marine Corps



This is to certify that

Pvt C. D. BRINE 2249882/1833 USMC

has completed the course prescribed by the

Commandant of the Marine Corps for

BASIC SPECIALIST TRAINING FOR  
AMPHIBIAN CREWMAN 19-67

Given at

Schools Battalion, Marine Corps Base

Camp Pendleton, California

This 9th day of December, 1966

E. A. SPEZEL  
Colonel, U.S. Marine Corps  
Commanding

1. NAME (Last-First-Middle initials) / No. PREVIOUS		2. SERVICE NUMBER / NUMERO MATRICULE	3. GRADE / GRADE	4. NATION / NATION (e.g. Etats-Unis)
Boeing Christopher D.		22 19882 PR	45st	
5. FORCE / ARMEE 6. BRANCH AND TRADE NAME (e.g. Infanterie)		7. UNIT / UNITE	8. SERVICE (Y/N) / DUREE DES SERVICES (e.g. 3 / 6/73)	
45th C PFC Inf		A Co		
9. AGE / AGE		10. RACE / RACE	11. FACILITY WHERE AGED / LIEU D'ETABLISSEMENT	
19		C	12. RELIGION / RELIGION DE LA FICHE	13. DATE ET HEURE D'ABLISSEMENT DE LA FICHE
14. DIAGNOSIS (including cause) / DIAGNOSTIC (y compris la cause)		15. WHAT WAS HE DOING WHEN INJURED / QUE FAISAIT-IL LORSQU'IL EUT LA BLESSURE	16. DATE & HOUR OF CASUALTY OR ILLNESS OR INJURY / DATE ET HEURE DE LA BLESSURE OU MALADIE	
Open Fracture and Laceration @ Hand		-3-367	17. INJURY / BLESSURE	18. DATE & HOUR OF INJURY / DATE ET HEURE DE LA BLESSURE
19. LINE OF DUTY		20. TREATMENT (If any treatment was given, state name and date) / TRAITEMENT (Si un traitement a été donné, indiquer nom et date)	21. MORPHINE- 1cc	22. MORPHINE- 2cc
			23. MORPHINE- 3cc	24. MORPHINE- 4cc
			25. TETANUS TOXIN	26. A. TETRUM / S. ANTITETANIQUE
			27. TOURNIQUET (Yes or No) Time & place of application / TOURNIQUET (Oui ou Non) Heure et lieu d'application	28. MEDICAL OFFICER (Name & Grade) / SIGNATURE ET GRADE DU MEDECIN
			29. TIME AND PLACE OF DISPOSAL / DESTINATION DE LA DISPOSITION	DD FORM 1300, 1 JUN 68
			DUS 1-3-67	U.S. FIELD MEDICAL CARD / CARTE MEDICALE DE L'AVANT ETATS-UNIS

CLASS OF SERVICE  
This is a fast message  
unless its deferred char-  
acter is indicated by the  
proper symbol.

W. P. MARSHALL  
CHAIRMAN OF THE BOARD

# WESTERN UNION

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R. W. McFALL  
PRESIDENT

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NL	= Night Letter
LT	= International Letter Telegram

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1013P EST APR 08 67 BA264

SYA47 SY WA434 XV GOVT PD WASHINGTON DC 8 839P EST

MR AND MRS HENRY J BRINE, DONT PHONE

24 WINDERMERE AVE ARLINGTON MASS

THIS IS TO CONFIRM THAT YOUR SON PRIVATE **FIRST** CLASS CHRISTOPHER D BRINE USMC WAS **INJURED** 7 APRIL 1967 IN THE VICINITY OF DANANG, REPUBLIC OF VIETNAM. HE SUSTAINED SECOND AND THIRD DEGREE BURNS TO NINETY PERCENT OF THE BODY WHEN THE AMPHIBIOUS TRACER HE WAS RIDING IN DETONATED A HOSTILE **EXPLOSIVE** DEVICE WHILE ON AN OPERATION. HE IS PRESENTLY RECEIVING TREATMENT AT THE STATION HOSPITAL, DANANG. HIS **CONDITION WAS** CRITICAL AND PROGNOSIS GUARDED. YOUR ANXIETY IS REALIZED AND YOU ARE ASSURED THAT HE IS **RECEIVING THE** BEST OF CARE. YOU WILL BE KEPT **INFORMED** OF ALL SIGNIFICANT CHANGES IN HIS **CONDITION**. HIS MAILING ADDRESS REMAINS THE SAME

WALLACE M GREENE JR GENERAL USMC COMMANDANT OF THE MARINE CORPS

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acter is indicated by the  
proper symbol.

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CHAIRMAN OF THE BOARD

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PRESIDENT

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446P EST APR 09 67 BA129

SYA387 SY WA219 GOVT XV PD WASHINGTON DC 9 344P EST

MR AND MRS HENRY J BRINE, DONT PHONE

24 WINDERMERE AVE ARLINGTON MASS

A REPORT RECEIVED THIS HEADQUARTERS REVEALS THAT THE CONDITION  
OF YOUR SON PRIVATE FIRST CLASS CHRISTOPHER D BRINE USMC REMAINS  
CRITICAL AND HIS PROGNOSIS IS NOW POOR. YOU ARE **ASSURED** THAT  
HE CONTINUES TO RECEIVE THE BEST OF CARE. YOU WILL BE KEPT  
INFORMED OF ALL SIGNIFICANT CHANGES IN **HIS** CONDITION. HIS MAILING  
ADDRESS REMAINS THE SAME

WALLACE M GREENE JR GENERAL USMC COMMANDANT OF THE MARINE  
CORPS  
(38).

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acter is indicated by the  
proper symbol.

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929A EST APR 10 67 BB041

SYA 195 SY WA202 XV GOVT PD 2 EXTRA FAX WASHINGTON DC 10 850A  
EST

MR AND MRS HENRY J BRINE, DONT PHONE  
24 WINDERMERE AVE ARLINGTON MASS

A REPORT RECEIVED THIS HEADQUARTERS REVEALS THAT YOUR SON PRIVATE  
FIRSST CLASS CHRISTOPHER D BRINE USMC WAS EVACUATED ON 9 APRIL  
1967 TO THE U S ARMY 106TH GENERAL HOSPITAL, YOKOHAMA, JAPAN  
FOR FURTHER TREATMENT. YOU CAN BE ASSURED HE CONTINUES TO  
RECEIVE THE BEST OF CARE. MAIL MAY BE ADDRESSED TO HIM AT  
THE U S ARMY 106TH GENERAL HOSPITAL, APO, SAN FRANCISCO, 96503  
WALLACE M GREENE JR GENERAL USMC COMMANDANT OF THE MARINE  
CORPS

9 1967 106 106 96503  
(03).  
SF1201(R2-65)

## CLASS OF SERVICE

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unless its deferred char-  
acter is indicated by the  
proper symbol.

# WESTERN UNION

## TELEGRAM

W. P. MARSHALL,  
CHAIRMAN OF THE BOARD

R. W. McFALL  
PRESIDENT

## SYMBOLS

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NL = Night Letter

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Letter Telegram

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935P EST APR 13 67 BA420

B BLA137 (SY WA617) XV GOVT PD WASHINGTON DC 13 739P EST  
MR AND MRS HENRY-J BRINE

24 WINDMERE AVE ARLINGTON MASS

A REPORT RECEIVED THIS HEADQUARTERS 13 APRIL 1967 REVEALS THAT  
THE CONDITION AND PROGNOSIS OF YOUR SON PRIVATE FIRST CLASS  
CHRISTOPHER D BRINE USMC ARE

NOW BOTH GOOD. IT IS HOPED THAT  
HE WILL COMMUNICATE WITH YOU INFORMING YOU OF HIS WELFARE.  
HIS MAILING ADDRESS REMAINS THE SAME

WALLACE M GREENE JR GENERAL USMI COMMANDANT OF THE MARINE  
CORPS.



SYMBOLS
DL = Day Letter
NL = Night Letter
LT = International Letter Telegram

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853A EST APR 17 67 BA052

SYC008 SY WA127 XV GOVT PD 4 EXTRA FAX WASHINGTON DC 17

826A EST

MR & MRS HENRY J BRIN, REPORT DELIVERY DONT PHONE  
24 WINDERMERE AVE ARLINGTON MASS

I DEEPLY REGRET TO CONFIRM THAT YOUR SON PRIVATE FIRST CLASS  
CHRISTOPHER D BRINE USMC DIED 16 APRIL 1967 AT THE U S ARMY  
HOSPITAL, YOKOHOMA, JAPAN FROM INJURIES SUSTAINED ON 7 APRIL  
1967 IN THE REPUBLIC OF VIETNAM.

HIS REMAINS WILL BE PREPARED, ENCASED, AND SHIPPED AT NO EXPENSE  
TO YOU, ACCCOMPANIED BY N ESCORT, EITHER TO A FUNERAL HOME OR  
TO A NATIONAL CEMETER SELECTED BY YOU, IN ADDITION YOU WILL  
BE REIMBURSED AN AMOUNT NOT TO EXCEED THREE HUNDRED DOLLARS  
TOWARD FUNERAL AND INTERMENT EXPENSES IF INTERMENT IS IN A  
PRIVATE CEMETERY, ONE HUNDRED FIFTY DOLLARS IF REMAINS ARE  
CONSIGNED TO A FUNERAL HOME PRIOR TO INTERMENT IN A NATIONAL

CLASS OF SERVICE  
This is a fast message  
unless its deferred char-  
acter is indicated by the  
proper symbol.

# WESTERN UNION

## TELEGRAM®

W. P. MARSHALL  
CHAIRMAN OF THE BOARD

R. W. McFALL  
PRESIDENT

SYMBOLS	
DL	= Day Letter
NL	= Night Letter
LT	= International Letter Telegram

The filing time shown in the date line on domestic telegrams is LOCAL TIME at point of origin. Time of receipt is LOCAL TIME at point of destination

CEMETERY, OR SEVENTY-FIVE DOLLARS IF REMAINS ARE CONSIGNIED  
DIRECTLY TO A NATIONAL CEMETERY. PLEASE WIRE COLLECT HEADQUARTERS  
MARINE CORPS YOUR DESIRES IN THIS RESPECT, INDICATING THE NAME  
AND ADDRESS OF THE FUNERAL HOME OR NATIONAL CEMETERY TO WHICH  
YOU WISH THE REMAINS SENT AND WHETHER OR NOT YOU DESIRE AN  
ESCORT. THE LONG ISLAND NATIONAL CEMETERY FARMINGDALE, LONG  
ISLAND NEW YORK IS NEAREST YOUR HOME. LETTER WILL FOLLOW CONCERNING  
CIRCUMSTANCES OF DEATH# I WISH TO ASSURE YOU OF EVERY POSSIBLE  
ASSISTANCE AND TO EXTEND THE HEARTFELT CONDOLENCES OF THE MARINE  
CORPS IN YOUR BEREAVEMENT

WALLACE M GREENE JR GENERAL USMC COMMANDANT OF THE MARINE  
CORPS

16 1967 7 1967

CLASS OF SERVICE  
This is a fast message  
unless its deferred character  
is indicated by the  
proper symbol.

# WESTERN UNION

## TELEGRAM

W. P. MARSHALL  
CHAIRMAN OF THE BOARD

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### SYMBOLS

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630P EST APR 24 67 BA459 OA241

0 SF G254 XV GOVT PD FAX SAN FRANCISCO CALIF 24 252P

PST  
MR AND MRS HENRY J BRINE

224 WINDERMERE AVE ARLINGTON MASS

REMAINS OF YOUR SON PFC CHRISTOPHER D BRINE USMC HAVE ARRIVED  
IN SAN FRANCISCO CALIF AND ARE SCHEDULED TO DEPART SAN FRANCISCO

CALIF VIA AAL 220 25APR 67 TO ARRIVE BOSTON 7:07 PM 25 APR

67. REMAINS NOT VIEWABLE. MCVOY FUNERAL HOME, ARLINGTON HAS  
BEEN REQUESTED TO MEET PLANE. ESCORT LCPL KEVIN CUNNINGHAM  
USMC WILL ACCOMPANY REMAINS# SINCEREST SYMPATHY EXTENDED  
COMMANDING OFFICER NAVAL DISPENSARY SAN FRANCISCO CALIF

AAL 220 25APR 67 7:07 PM 25 67

(07).



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON D. C. 20380

D-1397

RECEIVED

APR 25 1967

D. A. T. R. / E. P. C. F. T.

THIS IS TO CERTIFY that the records of Headquarters, Marine Corps show that Private First Class Christopher D. Brine, 2249682, U. S. Marine Corps, died 16 April 1967 at the 106th General Hospital, Yokahama, Japan as the result of burns sustained 7 April 1967 when the amphibious tractor in which he was riding detonated a hostile mine while on an operation in the vicinity of Danang, Republic of Vietnam.

Given under my hand at Washington, D. C., this 28th day of April, 1967.

J. H. HOLBROOK  
Captain, U. S. Marine Corps  
Assistant Head, Casualty Section  
Personal Affairs Branch

Furnished to: Mr. and Mrs. Henry J. Brine

I certify that the foregoing is a true copy of Naval Department correspondence relating to the death of the aforementioned veteran.

James M. Coyle  
Notary Public

DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, D. C. 20380

REPORT OF CASUALTY	REPORT NUMBER AND TYPE		DATE PREPARED
	1010-67 FINAL	LFD/rew	25Apr67
1. SERVICE IDENTIFICATION (Name, Service Number, Grade or Rate, Component, Branch and Organization) CO A 1ST AMTRAC BN 3dMARDIV BRINE Christopher Dareing 2249882/1833 PFC USMC (REIN) FMF FPO SFRAN 96602			
2. CASUALTY STATUS <input checked="" type="checkbox"/> BATTLE <input type="checkbox"/> NON-BATTLE DOW			
Died 16Apr67 106th General Hospital Yokahama Japan result 2nd and 3rd degree butns over 90 percent of body sustained when AMTRAC he was riding in detonated hostile mine while on operation in vicinity of Danang Republic of Vietnam 7Apr67			
3. DATE AND PLACE OF BIRTH, RACE, RELIGIOUS PREFERENCE, AND DATE OF RECORD OF EMERGENCY DATA 20Dec47 Boston Mass Cau C 14Mar66			
4. DATE AND PLACE OF LAST ENTRY ON ACTIVE DUTY IN CURRENT STATUS AND HOME OF RECORD AT TIME 11Jul66 Boston Mass Arlington Middlesex Mass			
5. SOCIAL SECURITY NUMBER, PAY GRADE, LENGTH OF SERVICE FOR PAY, BASIC PAY, INCENTIVE PAY 024-38-5893 E-2 Under 2 BP 100.50 HP 65.00 FDP 8.00			CHECK IF APPLICABLE <input type="checkbox"/> CREW <input checked="" type="checkbox"/> NON-CREW
6. DUTY STATUS ACTIVE: On Duty			
7. INTERESTED PERSONS (Name, Address, Relationship) Mr Henry J Brine 24 Windermere Avenue Fath 1-2-3 Mrs Amy G Brine Arlington Mass 02174 Mrs Sue Heaney Address Above Moth Address Above Sis 2			Footnotes
8. REPORT FOR VA TO FOLLOW <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		9. REPORTING COMMAND AND DATE REPORT RECEIVED IN DEPARTMENT CO MARBKS YOKOSUKA 170132Z Apr67 RCD 17Apr67	
10. SELECTIVE SERVICE NUMBER, LOCAL BOARD, AND LOCATION (If unknown, enter date and place of first entry in Armed Services) 14Mar66 Boston Mass			
11. PRIOR SERVICE DATA <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
12. REMARKS			
<p style="text-align: center;">4/27/67</p> <p style="text-align: right;"><i>L.P.M.</i></p>			
FOOTNOTES: <sup>1</sup> Adult next of kin. <sup>2</sup> Beneficiary for gratuity pay in event there is no surviving wife or child-as designated on record emergency date. <sup>3</sup> Beneficiary for unpaid pay and allowances - as designated on record emergency date.			
13. DISTRIBUTION B SDR		14. SIGNATURE J. H. HOLBROOK, CAPTAIN, USMC ASSISTANT HEAD, CASUALTY SECTION PERSONAL AFFAIRS BRANCH BY DIRECTION OF THE COMMANDANT OF THE MARINE CORPS	

4/17/67 Death Report War Dept. Release

BRINE

(Surname)

CHRISTOPHER D.

(Christian name)

2249882

D-1397  
024 38 5893

Residence

24 Windermere Ave.

(Street and house number)

Arlington

Midd.

Mass.

(Town or city)

(County)

(State)

Enlisted—Inducted—Commissioned

(Date and place)

Boston, Mass.

Component force: Marines

Active duty began (Date) 7 July 1966

Born in Arlington, Mass.

Date of birth or age. 12/20/47

Organizations:

(over)

Grades: PFC

Engagements:

Wounds or other injuries received in action:

Served overseas From

to

Service terminated—Honorable—Not honorably—Dishonorably (Date) 16 April 1967  
at Vietnam by reason of Died of Wounds

Name and address of kin and relationship: Mr. & Mrs. Henry J. Brine (P)  
same address —Amy D. Brine (M)

AGO MASS. 51. 50M-2-60-927141

(Remarks on reverse side)

VIETNAM  
SERVICE

TRANSMITTAL OF AND/OR ENTITLEMENT TO AWARDS		EXAMINER CODE P312STL16	DATE June 7, 2007
NAME <b>BRINE, CHRISTOPHER</b>	SERVICE NO./SSN <b>024385893</b>	BRANCH <b>USMC</b>	RECORD GROUP
<b>✓ A REVIEW OF THE RECORD INDICATES ENTITLEMENT TO THE FOLLOWING AWARDS.</b>			
<b>✓ THE FOLLOWING AUTHORIZED AWARDS ARE ENCLOSED.</b>			
<input type="checkbox"/> PREVIOUSLY ISSUED AWARDS ARE INDICATED BY AN ASTERISK.			
<input type="checkbox"/> SIGNATURE OF VETERAN IS REQUIRED PRIOR TO ISSUANCE OF AWARDS.			
<input type="checkbox"/> DISTINGUISHED FLYING CROSS <input type="checkbox"/> AIR MEDAL <input type="checkbox"/> BRONZE STAR MEDAL <input checked="" type="checkbox"/> PURPLE HEART MEDAL <input type="checkbox"/> COMMENDATION MEDAL (NAVY/USCG) <input type="checkbox"/> ACHIEVEMENT MEDAL (NAVY/USCG) <input type="checkbox"/> LEGION OF MERIT MEDAL <input type="checkbox"/> NAVY CROSS <input type="checkbox"/> SILVER STAR MEDAL <input type="checkbox"/> MERITORIOUS SERVICE MEDAL <input type="checkbox"/> NAVY AND MARINE CORPS MEDAL			
<input type="checkbox"/> GOOD CONDUCT MEDAL <div style="margin-left: 20px;"> <input type="checkbox"/> NAVY  <input type="checkbox"/> MARCOR  <input type="checkbox"/> USCG         </div>			
<input type="checkbox"/> WORLD WAR II VICTORY MEDAL <input type="checkbox"/> AMERICAN DEFENSE SERVICE MEDAL (w/CLASP) <input type="checkbox"/> AMERICAN CAMPAIGN MEDAL <input type="checkbox"/> ASIATIC PACIFIC CAMPAIGN MEDAL <input type="checkbox"/> EUROPEAN-AFRICAN-MIDDLE EASTERN CAMPAIGN MEDAL <input type="checkbox"/> NAVY OCCUPATION SERVICE MEDAL (w/CLASP) <input type="checkbox"/> CHINA SERVICE MEDAL (RECOMMENDED)			
<input checked="" type="checkbox"/> NATIONAL DEFENSE SERVICE MEDAL <input type="checkbox"/> SOUTHEAST ASIA SERVICE MEDAL <input type="checkbox"/> KOREAN SERVICE MEDAL <input type="checkbox"/> UNITED NATIONS SERVICE MEDAL <input type="checkbox"/> EXPEDITIONARY MEDAL <div style="margin-left: 20px;"> <input type="checkbox"/> ARMED FORCES  <input type="checkbox"/> NAVY  <input type="checkbox"/> MARCOR         </div> <input type="checkbox"/> KOREAN DEFENSE SERVICE MEDAL			
<input type="checkbox"/> VIETNAM SERVICE MEDAL <input type="checkbox"/> HUMANITARIAN SERVICE MEDAL			
<input checked="" type="checkbox"/> PRESIDENTIAL UNIT CITATION RIBBON <input type="checkbox"/> NAVY/USCG UNIT COMMENDATION RIBBON <input type="checkbox"/> MERITORIOUS UNIT COMMENDATION RIBBON <input type="checkbox"/> NAVY "E" RIBBON <input checked="" type="checkbox"/> COMBAT ACTION RIBBON <input checked="" type="checkbox"/> GOLD STAR LAPEL BUTTON <input type="checkbox"/> NAVY EXPERT RIFLE/PISTOL MEDAL			
<input type="checkbox"/> ANARCTICA SERVICE MEDAL <input type="checkbox"/> SELECTED MARINE CORPS RESERVE MEDAL <input type="checkbox"/> PRISONER OF WAR MEDAL <input type="checkbox"/> ARMED FORCES SERVICE MEDAL <input type="checkbox"/> HONORABLE SERVICE LAPEL PIN (RUPTURED DUCK) <input type="checkbox"/> DISCHARGE BUTTON			
<input type="checkbox"/> USCG RESERVE GOOD CONDUCT MEDAL <input type="checkbox"/> NAVAL RESERVE MERITORIOUS SERVICE MEDAL <input type="checkbox"/> RESERVE MEDAL (ARMED FORCES/NAVY/MARCOR/CG) <input type="checkbox"/> KUWAIT LIBERATION MEDAL (KUWAIT) <input type="checkbox"/> PEARL HARBOR COMMEMORATIVE MEDAL <input type="checkbox"/> REPUBLIC OF KOREA WAR SERVICE MEDAL			
<b>THE FOLLOWING ARE NOT AVAILABLE FOR ISSUANCE</b>			
<input type="checkbox"/> SEA SERVICE DEPLOYMENT RIBBON <input checked="" type="checkbox"/> BADGE <input type="checkbox"/> NAVY/MARCOR OVERSEAS SERVICE RIBBON <input type="checkbox"/> JOINT SERVICE MEDALS <input type="checkbox"/> INSIGNIAS <input type="checkbox"/> USCG REPORT SHOT MEDAL <input type="checkbox"/> USCG MERITORIOUS UNIT COMMENDATION <input type="checkbox"/> USCG SPECIAL OPERATION SERVICE RIBBON <input type="checkbox"/> USN / USCG ARCTIC SERVICE MEDAL			
<b>FOREIGN AWARDS</b>			
<input type="checkbox"/> PHILIPPINES RIBBON <div style="margin-left: 20px;"> <input type="checkbox"/> DEFENSE  <input type="checkbox"/> LIBERATION  <input type="checkbox"/> INDEPENDENCE         </div> <input type="checkbox"/> PRESIDENTIAL UNIT CITATION (FOREIGN) <div style="margin-left: 20px;"> <input type="checkbox"/> PHILIPPINE  <input type="checkbox"/> REPUBLIC OF KOREA  <input type="checkbox"/> VIETNAM         </div>			
<input checked="" type="checkbox"/> REPUBLIC OF VIETNAM CAMPAIGN MEDAL <input checked="" type="checkbox"/> REPUBLIC OF VIETNAM MERITORIOUS UNIT CITATION (Gallantry Cross Medal Color With Palm) <input type="checkbox"/> REPUBLIC OF VIETNAM MERITORIOUS UNIT CITATION (Civil Actions Medal, First Class Color w/Palm) <input type="checkbox"/> KUWAIT LIBERATION MEDAL (SAUDI)			

**Comments:** If medal is "Not In Stock", please resubmit your request after 90 days.

**NOTICE:** STAR ATTACHES, BADGES AND SOME RIBBONS ARE NOT STOCKED/ISSUED BY THE DEPARTMENT OF THE NAVY, BUT MAY BE OBTAINED FROM A CIVILIAN DEALER OF MILITARY SUPPLIES. WE ARE ENCLOSING A LIST OF COMMERCIAL STORES THAT THE REQUESTOR MAY CONTACT FOR FURTHER ASSISTANCE.

**REQUESTOR:**

DAVID BRINE  
58 FORTINET CIR  
COLCHESTER VT 05446

NAVY PERSONNEL COMMAND  
RETired RECORDS SECTION  
PERS 31202  
9700 PAGE AVENUE  
ST LOUIS MO 63132-5000



**Town of Arlington, Massachusetts**

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**NEW BUSINESS**



## Town of Arlington, Massachusetts

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### **Next Scheduled Meeting of Select Board Wednesday, February 12, 2025**

#### **Summary:**

When: Jan 27, 2025 07:15 PM Eastern Time (US and Canada)

Topic: Select Board Meeting

Register in advance for this webinar:

[https://town-arlington-ma-us.zoom.us/webinar/register/WN\\_teBPPYsrTcmwqVvD7KMW7A](https://town-arlington-ma-us.zoom.us/webinar/register/WN_teBPPYsrTcmwqVvD7KMW7A)

After registering, you will receive a confirmation email containing information about joining the webinar.

\*Notice to the Public on meeting privacy\* In the interests of preventing abuse of videoconferencing technology (i.e. Zoom Bombing) all participants, including members of the public, wishing to engage via the Zoom App must register for each meeting and will notice multi-step authentication protocols.

Please allow additional time to join the meeting. Further, members of the public who wish to participate without providing their name may still do so by telephone dial-in information provided above.